DOCUMENT RESUME

ED 369 955 CE 066 424

TITLE	Job Task Analysis.
INSTITUTION	Clemson Univ., S.C.
SPONS AGENCY	Office of Vocational and Adult Education (ED), Washington, DC. National Workplace Literacy Program.
PUB DATE	[94]
CONTRACT	V198A20218-92
NOTE	396p.; For related documents, see ED 361 516 and CE 066 419-423.
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052)
EDRS PRICE	MF01/PC16 Plus Postage.
DESCRIPTORS	Adult Basic Education; Adult Literacy; Employment Qualifications; *Finishing; Job Analysis; *Job Skills; *Literacy Education; *Manufacturing Industry; Mathematics Skills; *Occupational Information; Production Technicians; Reading Skills
IDENTIFIERS	*Textile Industry; *Textile Occupations

ABSTRACT

This publication consists of job task analyses for jobs in textile manufacturing. Information provided for each job in the greige and finishing plants includes job title, job purpose, and job duties with related educational objectives, curriculum, assessment, and outcome. These job titles are included: yarn manufacturing head overhauler, yarn manufacturing overhauler helper, yarn manufacturing fixer, spinner, warper tender, section leader, cloth grader, frame servicer, lift truck operator, size mixer, harness builders, slasher tender, card tender, stock feeder, drawing tender, rover tender, material hauler, graphic artist, finished cloth grader, single double operator, inspection machine operator's helper, roll wrapper, base chemical mixer, screen repair technician, color formulator, color handler, shrink operator, steam frame operator, napper operator, finisher technician, plant clerk, forklift operator, range operator, delivery operator, entry operator, dye range operator, dye/range delivery, dye pad operator, instrument technician, electrician, analyst planner, technician, mechanic, utility cleaner, floor cleaner operator, plant technician II, tenter finishing inspector, finishing range operator, calendar operator, finishing delivery, dye weigher/mixer, loom fixer, weaver, filling creeler, loom winder fixer, tying-in machine operator/fixer, loom set-up changer, oiler, cloth doffer, loom cleaner, warp services, steam range operator, delivery--steam range, inspector--steam range, and chemical mixer. (YLB)

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ED 369 955

JOB TASK ANALYSIS

National Workplace Literacy Demonstration Project

award #V198A20218-92

Clemson University

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GREIGE PLANT
(O.E. Spinning Department)

Job Title: Yarn Manufacturing Head Overhauler
Job Purpose: to maintain open end spining frames in good mechanical condition by performing periodic maintenance

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Organize and assign all maintenance duties of overhaulers	Clear oral communication.	Comm. materials	Survey	IEP				
	Time management.							
	Decision making.	Problem Solving	Survey	IEP				
	Sequencing/prioritizing.	Problem Solving	Survey	IEP				
	Corrective actions.							
Assist overhaulers and fixer with any major problems on their assigned machines	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Determine extent of damage.							
	Interpreting drawings of objects for repair.							
	Follows procedural directions.	Text Disc	Text Disc	IEP				
	Decision making.	Problem Solving	Survey	IEP				
	Sequencing steps.	Problem Solving	Survey	IEP				
Perform weekly check on piecers for any functional problems	Know technical vocabulary .	Text Disc	Text Disc	IEP				
	Sequencing steps.	Problem Solving	Survey	IEP				
	Follow sequential, procedural directions.	Problem Solving	Survey	IEP				
	Interpret drawngs of objects for repair.							
	Reading machine guages and measuring tools.							
	Determining defects.							
	Correcting errors in machine settings.							
	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Calculator skills.	Text Disc	Text Disc	IEP				
Perform hourly maintenence as scheduled such as 1500, 3000, 6000 hours etc. and log in book. Assist and check each overhauler with hourly maintenance	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Record information accurately.	Text Disc	Text Disc	IEP				
	Clear oral communication.	Comm. materials	Survey	IEP				
	Time management.							

Job Title: **Yarn Manufacturing Head Overhauler**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Maintain cleanliness in storage areas by asssigning areas to overhaulers and assisting them	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Organizing/prioritizing.	Problem Solving	Survey	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				
Lot change duties consist of assigning each overhauler designated component changes. Changing gears, checking pulleys and belts, repairing flags when machine is down, set up entire machine for new yarn to be spun, run sample and turn in check sheet	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				
	Troubleshooting.	Problem Solving	Survey	IEP				
	Organization/time management.							
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Signal interpretation .							
	Record information accurately.	Text Disc	Text Disc	IEP				
	Set and correct errors in machine settings							
	Interpret drawings of objects for assembly, disassembly, and repair.							
	Follows sequential, procedural directions.	Text Disc	Text Disc	IEP				
	Sequences steps.	Problem Solving	Survey	IEP				
	+-*/ in a formula.	Text Disc	Text Disc	IEP				
	Locate multivariable information on chart.							
	12+ reading skills.	Text Disc	Text Disc	IEP				
	Calculator skills.	Text Disc	Text Disc	IEP				
Perform any other duties as prescribed by supervisor	Clear oral communication.	Comm. Materials	Survey	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				
	Time management.							

Job Title: **Yarn Manufacturing Overhauler**
Job Purpose: **to mintain open end spinning frames in good mechanical condition by performing periodic maintenance**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Perform weekly maintenance on assigned machines according to the Schlafhorst manual	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Interpret drawings of objects for repair.							
	Time management.							
	Know technical vocabulary.	Text Disc	Text Disc	IEP				
	Read lists.	Text Disc	Text Disc	IEP				
	Determine defects.	Problem Solving	Survey	IEP				
	Follow sequential, procedural directions	Text Disc	Text Disc	IEP				
	Sequence steps.	Problem Solving	Survey	IEP				
	Decision making.	Problem Solving	Survey	IEP				
Perform preventative maintenance overhauling as scheduled conforming to Schlafhorst's check sheet and West Point Pepperell's overhauling worksheet 308-IP	same as above							
	Enter information appropriately on forms .	Text Disc	Text Disc	IEP				
	Follow procedural directions	Text Disc	Text Disc	IEP				
	Sequence steps.	Problem Solving	Survey	IEP				
	Decision making.	Problem Solving	Survey	IEP				
Perform lubrication and oil change at designated intervals	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Problem Solving	Survey	IEP				
	Time management.							
	Interpret drawings of objects for maintenance.							
Replace parts as needed due to normal wear during preventative maintenance checks	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Decision making skills.	Problem Solving	Survey	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				

Job Title: **Yarn Manufacturing Overhauler (continued)**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Change out parts and stock when making a lot change	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Problem Solving	Survey	IEP				
	Clera oral communication.	Comm. Materials	Survey	IEP				
	Decision making skills.	Problem Solving	Survey	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				
	Interpret drawings of objects for assembly.							
Cleam overhead with vacuum cleaner including air conditioning grills and any unsightly waste accumulations	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Procedure/sequence.	Problem Solving	Survey	IEP				
	Decision making skills.	Problem Solving	Survey	IEP				
	Time management.							
Have all repairs completed before start up to return machines to full production	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Time management.							
	Clear oral communication	Comm. Materials	Survey	IEP.				
Perform any other duties as prescribed by supervisor	Clear oral communication.	Comm. Materials	Survey	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				

Job Title: **Yarn Manufacturing Overhauler Helper**
Job Purpose: **to maintain open end spinning frames in good mechanical condition by performing periodic maintenance**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Keep oil room clean of all petroleum residue	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Read MSDS sheets.	MSDS Program	Quiz	IEP				
Keep parts room clean and straight	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Time management.							
	Categorization.							
Assist overhaulers when needed	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
	Read and interpret drawings for assembly and repair.							
	Time management.							
assist department if needed with any current task	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Problem solving skills.	Problem Solving	Survey	IEP				
	Follow sequential, procedura directions.	Text Disc	Text Disc	IEP I				
	Time management skills.							
Assist in start-up after shut-down	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Problem solving skills.	Problem Solving	Survey	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
Perform any other duties as prescribed by supervisor	Clear oral communication.	Comm. Materials	Survey	IEP				
	Read and summarize JSA.	MSDS Program	Quiz	IEP				

Job Title: **Yarn Manufacturing Fixer**
Job Purpose: **To maintain open end spinning frames in good maximum condition to achieve maximum efficiency**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value	To
perform shift preventative maintanance checks under normal conditions by cleaning out waste chambers and checking vacuum guages	Read and summarize JSA.	MSDS Program	Quiz	IEP					
	Time management skills.								
	Read guages.								
	Procedure/sequencing.	Problem Solving	Survey	IEP					
	Read Schlafhorst manual.	Text Disc	Text Disc	IEP					
	Clear oral communication.	Comm. Materials	Survey	IEP					
Under shift adverse conditions, also vacuum and clean 12 spin boxes per minute; including piecer hole, rotor, opening roll, navel and face plate	Read and summarize JSA.	MSDS Program	Quiz	IEP					
	Clear oral communication.	Comm. Materials	Survey	IEP					
	Follow sequential directions.	Problem Solving	Survey	IEP					
	Read Schlafhorst manual.	Text Disc	Text Disc	IEP					
Perform daily piecer checks according to preventative maintenance booklet	Read and summarize JSA.	MSDS Program	Quiz	IEP					
	Read maintenance booklet.	Text Disc	Text Disc	IEP					
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP					
	Time management skills.								
	Enter information apppropriately on forms.	Text Disc	Text Disc	IEP					
Perform daily machine checks according to preventative maintenance booklet	Read and summarize JSA.	MSDS Program	Quiz	IEP					
	Read maintenance booklet.	Text Disc	Text Disc	IEP					
	Follow sequential, procedural directions.	Problem Solving	Survey	IEP					
	Time management skills.								
	Enter information apppropriately on forms.	Text Disc	Text Disc	IEP					

Yarn Manufacturing Fixer (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Repair all flags and breakdowns as required	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Read Schlafhorst manual.	Text Disc	Text Disc	IEP				
	Read MSDS sheets.	MSDS Program	Quiz	IEP				
	Time management skills.							
	Signal interpretation.							
Perform any other duties as required by supervisor	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Follow sequential; procedural directions.	Problem Solving	Survey	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				

Job Title: O.E. Spinner

Job Purpose: convert drawing sliver into spun yarn that is wound onto a cone for filling or warp

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quercy	Skill Value
Patrol frames in a manner to obtain maximum efficiency	Read and wummarize JSA.	MSDS Program	Quiz	IEP				
	Time management skills.							
	Signal interpretation.							
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Decision making skills.	Problem Solving	Survey	IEP				
repair any red lights	Read and wummarize JSA.	MSDS Program	Quiz	IEP				
	Signal interpretation.							
	Time management skills.							
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Following sequential, procedural directions.	Text Disc	Text Disc	IEP				
doff cones when necessary	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Time management.							
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Sequencing skills.	Problem Solving	Survey	IEP				
creel 25.5 pound sliver cans under front of frame	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Time management skills.							
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
creel empty cones onto plastic pegs prior to starter making station	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Time management skills.							
	Decision making skills.	Problem Solving	Survey	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				

O.E. Spinner (con't)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Patrol assigned rotors on assigned schedule	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Enter information appropriately on forms.	Text Disc	Text Disc	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Time management skills.							
empty pneumafil waste on assigned schedule	Time management skills.							
Report machinery malfunctions to fixer	Clear oral communication. Signal interpretation.	Comm. Materials	Survey	IEP				
Perform any other duties as prescribed by Supervisor.	Clear oral communication.	Comm. Materials	Survey	IEP				

Job Title: Warper Tender
Job Purpose: to remove yarn from an 8 pound yarn package and wind onto a section beam

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Determine # of pkgs. to be creeled & creel warper	Know technical vocabulary.	Text Disc	Text Disc	IEP				
	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Time management skills.							
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Decision making skills.	Problem Solving	Survey	IEP				
	Cooperation skills.	Problem Solving	Survey	IEP				
	Color coding.							
	Whole number addition, subtraction, multiplication.\	Text Disc	Text Disc	IEP				
Ready creel, gather & pull ends to front of warper.	Problem solving skills.	Problem Solving	Survey	IEP				
	Time management skills.							
	Planning.	Problem Solving	Survey	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Team skills.	Problem Solving	Survey	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				
	Whole number addition.	Text Disc	Text Disc	IEP				
	Whole number subtraction.	Text Disc	Text Disc	IEP				
Set ends in guide bar & comb as needed for set	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Cause & effect.	Problem Solving	Survey	IEP				
	Sequencing skills.	Problem Solving	Survey	IEP				
	Whole number addition.	Text Disc	Text Disc	IEP				
	Whole number subtraction.	Text Disc	Text Disc	IEP				

Warper Tender (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Repair end breaks at front of warper and at creel.	Time management skills.	Problem Solving	Survey	IEP				
	Sequencing skills.	Problem Solving	Survey	IEP				
	Signal interpretation.							
	Decision making skills.	Problem Solving	Survey	IEP				
	Whole number addition	Text Disc	Text Disc	IEP				
	Whole number subtracion.	Text Disc	Text Disc	IEP				
	Interpretation of cause.	Problem Solving	Survey	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				
	Form completion (documentation).	Text Disc	Text Disc	IEP				
	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Replace package if need be when repairing a creel break.	Time management skills.							
	Decision-making skills.	Problem Solving	Survey	IEP				
Record all information for beam (# ends, # yards, #breaks, etc.)	Clear written communication.	Comm. Materials	Survey	IEP				
	Instrument reading.							
	Whole number addition.	Text Disc	Text Disc	IEP				
	Whole number subtraction.	Text Disc	Text Disc	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				
Report any problems to fixer or supervisor.	Decision making skills.	Problem Solving	Survey	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
Blow off warper & creel	Time management skills.							
	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Sequencing skills.	Problem Solving	Survey	IEP				
Aside any waste made.	Time management skills.							
	Read and summarize JSA.	MSDS Program	Quiz	IEP				

Warper Tender (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Maintain the expected work performance level of the assigned job.	Cooperation.	Comm. Materials	Survey	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Time management skills.							
	Problem solving skills.	Problem Solving	Survey	IEP				

GREIGE PLANT
(Cloth Room)

Job Title: Section Leader SAME AS SUPERVISOR--DO NOT DO

Job Purpose: To coordinate production flow of all cloth inspection frames.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre-quency	Skill Value
Perform all section leader supervisory duties.								
Assist other employees as required.								
Collect all cloth graders' defect tickets and carry to office.								
Collect cloth grader production reports.								
Calculate total shift production.								
Perform minor maintenance on machine as required.								
Re-inspect cloth rolls on a random basis.								
Perform any other duties as required by supervisor.								

Job Title: Cloth Grader (11-1351)

Job Purpose: Inspect cloth, remove all possible defects, sew seams as needed.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre-quency	Skill Value
Remove thin places and sew seams								
Repair all possible defects in cloth	Compare/contrast Classify, decision making	Problem Solving Problem Solving	Survey Survey	IEP IEP				
Measure and record cloth width	Measurement, subtraction	Text Disc	Text Disc	IEP				
Check and record pick count	Measure (using ruler, reading graph)							
Stamp both sides of seams with plant stamp	Sequence	Problem Solving	Survey	IEP				
Record defects on defect slip	Classify/reading form/writing	Text Disc	Text Disc	IEP				
Record yardage, seams, and thin places	Sequence, addition, accuracy in recording info on form	Text Disc	Text Disc	IEP				
Assist in threading frame								
Remove strings from selvage with scissors or snips								
Check cloth wind on inspected roll	Sequence	Problem Solving	Survey	IEP				
Complete Production Report	Accurate recording of info on form	Text Disc	Text Disc	IEP				

Job Title: Frame Servicer

Job Purpose: Creel loom rolls onto inspection frames as needed by graders and remove inspected rolls of cloth from inspection frame.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre-quency	Skill Value
Transport 500 lb cloth rolls to inspection area with electric hoist.	Sequence Following directions.	Problem Solving Problem Solving	Survey Survey	IEP IEP				
Assist grader in threading inspection frame.	Communication	Comm. Materials	Survey	IEP				
Doff piece rolls from inspection frames.	Sequence	Problem Solving	Survey	IEP				
Creel piece rolls onto inspection frames.	Sequence	Problem Solving	Survey	IEP				
Single cloth roll selvages with hand torch as needed.								
Collect cloth remnants from grading frames once per shift.								
Replace fuel canisters on torches as needed.								
Sweep cloth inspection area once per shift.								
Doff inspected rolls of cloth from grader frames as needed.								

Job Title: Lift truck Operator (11-1330)
Job Purpose: Transport all graded rolls to truck

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre-quency	Skill Value
Transport 2,000 lb cloth rolls to scales with electric hoist.	Classifying, rounding, addition	Text Disc	Text Disc	IEP				
Weigh cloth rolls, key data into computer and print cloth ticket.	Keyboarding	Text Disc	Text Disc	IEP				
	Estimation	Text Disc	Text Disc	IEP				
	Reading	Text Disc	Text Disc	IEP				
	Sequencing	Problem Solving	Survey	IEP				
	Problem-solving	Problem Solving	Survey	IEP				
	Cause and effect	Problem Solving	Survey	IEP				
Attach cloth ticket, wrap roll with plastic.	Comparison	Problem Solving	Survey	IEP				
Uses lift truck to load cloth rolls on truck at cloth room.								
Changes LP gas tank on lift truck when necessary.								
Blows off lift truck.								

GREIGE PLANT
(Slashing Department)

Job Title: Section Leader--same as Super--do not do

Job Purpose: To coordinate production flow of all slashers.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
To coordinate production flow of all slashers as to quantity, quality, waste and maintenance.								
Assist in creeling, doffing, leasing, laying in ends and cleaning.								
Perform any other duties as prescribed by supervisor.								

Job Title: **Size Mixer**
Job Purpose: **To help slasher operator with slasher duties.**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Remove empty section beams from creel, using a hoist.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
Take empty section beams to warper beam storage, using a hoist.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Time management skills.							
Creel full section beams into creel, using a hoist.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				
	Cause and effect.	Problem Solving	Survey	IEP				
Help slasher operator with lay in duties of style.								
Help doff and take loom beams to storage area, using a hoist.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Communicate with slasher tender.	Comm. Mat.	Survey	IEP				
	Follow seuential, procedural directions.	Text Disc	Text Disc	IEP				
	Cause and effect.	Problem Solving	Survey	IEP				
Help measure width and prepare loom beams.								

Size Mixer (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Climb steps and check size kettle level.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Check solids.								
Transfer size to storage kettle.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Cook new batch of size (avg. every 2 hours).	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Help blow off slasher and clean area.	Read and summarize JSA. Communicate with tender. Time management skills.	MSDS Program Comm. Materials	Quiz Survey	IEP IEP				
Clean and wash down slasher.	Read and summarize JSA. Time management skills.	MSDS Program	Quiz	IEP				
Cut, aside, weight and record waste.	Read and summarize JSA. Weigh and record scale measurement.	MSDS Program	Quiz	IEP				
Take inventory of full section beams.	Count and add whole numbers.	Text Disc	Text Disc	IEP				
Maintain the work performance level expected of the assigned job.	Read and summarize JSA. Cause and effect. Time management skills.	MSDS Program Problem Solving	Quiz Survey	IEP IEP				

Job Title: **Harness Builders**
Job Purpose: **To draw ends on slasher beams into harness drive setup ready to set in a weaving loom.**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Clean harness with kermac-140 cleaner.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Read and summarize MSDS.	MSDS Program	Quiz	IEP				
	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Build harness, dropwire and reed setup.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Place finished warp and harness/dropwire setup onto warp truck.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Repair any damaged reeds in the weave room.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
	Communicate with loom tender.	Comm. Materials	Survey	IEP				
Keep work area clean.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Maintain the work performance level expected of the assigned job.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Communicate with loom tenders.	Comm. Materials	Survey	IEP				
	Cause and effect.	Problem Solving	Survey	IEP				
	Time management skills.							

Job Title: Slasher Tender
Job Purpose: To wind yard off of section beams onto loom beams and add size to yarn

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Help creel section beams into creel racks, using a hoist.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Time management skills.							
Help pull ends from creel to front of slasher.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
Help place all lease strings and tape on section beams.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
Help place separation and tension bars at front of slasher.	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
Measure and set loom beams to proper width.	Standard Measurement.							
Make necessary adjustments to slasher (beams, rolls, values, etc.)								
Change pressure roll as needed for style.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Laying-in of style.								
Repair all end breaks or laps at front of slasher.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Count whole numbers.	Text Disc	Text Disc	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				

Slasher Tender (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Help doff full loom beams, using a hoist.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Clear oral communication.	Comm. Materials	Survey	IEP				
	Follow sequential, procedural directions.	Text Disc	Text Disc	IEP				
	Cause and effect.	Problem Solving	Survey	IEP				
Help blow off slasher and clean area.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Time management skills.							
Cut off waste from beams.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
Maintain the expected work performance level of the assigned job.	Read and summarize JSA.	MSDS Program	Quiz	IEP				
	Time management skills.							
	Cause and effect.	Problem Solving	Survey	IEP				
	Problem solving skills.	Problem Solving	Survey	IEP				
	Apply preventive measures prior to task to minimize problems.	Problem Solving	Survey	IEP				
	Know technical vocabulary.	Text Disc	Text Disc	IEP				

GREIGE PLANT
(Carding Department)

Job Title: Card Tender

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre-quency	Skill Value
Piece sliver breaks	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Following Sequential Directions.	Math Materials	Locator/Quiz	IEP				
Watch stock coming into cards and inform the fixer or supervisor if the stock is getting low. Slow cards down if levels get too low.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
		MSDS Program						
	Clear oral communication.	Communication Materials	Survey					
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
Doff cards.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
Tend cards in order to maintain maximum efficiency.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Problem Solving.	Problem Solving Materials	Survey					
	Signal Interpretation.							
	Time management.							
	Clear oral communication.	Communication Materials	Survey					
Transport full cans to the edge of the spare floor at cards.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
		MSDS Program						
Perform scheduled cleaning.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
		MSDS Program						
	Read (and enter ?) proper information on a checklist.	Reading Materials	Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Read MSDS Sheets.	Reading Materials	Quiz	IEP				
		MSDS Program						
Report failures to the card fixer so it may be repaired.	Clear oral communication.	Communication Materials	Survey					
	Problem Solving.	Problem Solving Materials	Survey					
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/2				

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Card Tender--cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Frequency	Skill Value
Stopping and starting cards due to a malfunction of flock feeders on the blending reserve.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
		MSDS Program						
	Following Sequential Directions.	Math Materials	Locator/Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Problem solving.	Reading Materials	Quiz	IEP				

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Job Title: **Stock Feeder**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre-quency	Skill Value
Open polyester bales.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Feed polyester into hoppers.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
Push box of bands to dock.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Feed waste picker with waste	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
sliver and roving.	Following sequential, procedural directions.	Math Materials	Locator Quiz	IEP				
Sweep around opening and blending machinery.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Operate two abbington waste bale presses.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Following sequential, procedural directions	Math Materials	Locator/Quiz	IEP				
Perform any other duties as prescribed by supervision.	Clear oral communication.	Communication Materials	Survey					
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and summarize JSA and SOP.	Reading Materials MSDS Program	Quiz	IEP				

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Job Title: **Drawing Tender**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre-quency	Skill Value
Turn hank clocks at the beginning of each shift.	SUPERVISORS DOES THIS							
Tend frames in order to maintain maximum efficiency.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Time management.							
	Signal Interpretation.							
	Know technical vocabulary.	Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP 24/25				
	Interpreting German codes ?							
	Metric measurement ?	Measurement Materials	Locator/Quiz	IEP				
	Read Reiter-produced help sheets.	Reading Materials	Quiz	IEP				
Repair stops on frames.	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Signal Interpretation.							
	Classify (lights) by color.							
Creel frames.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Place empty cans for automatic doffing.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Transport full breaker drawing cans to finisher drawing creel.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Turn cans on breaker drawing.	Read and summarize JSA.	Reading Materials MSDS Program						

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Drawing Tender--cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre-quency	Skill Value
port any failures to drawing fixer so it may be repaired.	Recognize warning signals.							
	Clear oral communication.	Communication Materials	Survey					
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
Report any changes in methods or job conditions to supervisor so that industrial engineering can evaluate changes and determine if a change in job assignments necessary.	Clear oral communication.	Communication Materials	Survey					
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
	Problem Solving.	Problem Solving Materials	Survey					
Overall	Time management							

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Job Title: Roving Tender--no longer there

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Frequency	Skill Value
Tend frames in and order to maintain maximum efficiency.								
Piece ends-down on assigned frames.								
Doff assigned frames.								
Creel assigned frames.								
Secure empty doff boxes and empty bobbin boxes while frames are running.								
Clean frames on schedule.								
Report any machinery failures to fixers.								
Report any changes in methods or job conditions to supervision, so that industrial engineering can evaluate the changes and determine if a change in job assignment is necessary.								

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Job Title: **Material Hauler**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Frequency	Skill Value
Transport sliver from drawing to roving.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Transport sliver from drawing to open end spinning.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Return empty cans to drawing area from roving and open end spinning.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Sweep alleys from back of drawing to spinning wall.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Full drawing cans are loaded onto a truck and transported (6 cans per trip) to roving and place behind the creel. Empty cans are returned 6/trip.	Time management.							
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Following sequential procedure.	Math Materials	Locator/Quiz	IEP				
Full drawing cans are loaded onto a truck and transported (14 cans per trip) to open end spinning. Cans are placed in the post alleys next to frames or at the end of the frame if there is no post alley. Empty cans are returned 14 cans/trip.	Time management.							
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Following sequential procedure.	Math Materials	Locator/Quiz	IEP				

Job Title: Yarn Manufacturing Overhauler

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Frequency	Skill Value
Overhaul, repair, wire, and reclothe cards (includes pull and polish screens).	Know technical vocabulary.	Reading Materials	Quiz .	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Read and summarize JSA.	Reading Materials	Quiz	IEP				
		MSDS Program						
	Determine extent of damage.							
	Metric measurement.	Measurement Materials	Locator/Quiz	IEP				
	Problem solving.	Problem Solving Materials	Survey					
	Follow sequential procedure.	Math Materials	Locator/Quiz	IEP				
	Read manual and diagrams.	Reading Materials	Quiz	IEP				
Overhaul drawing.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
		MSDS Program						
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
Overhaul, line, level, and scrub rolls on roving frames.	Follow sequential, procedural directions.	Math Materials	25Word Test	24/25				
	Read and summarize JSA	Reading Materials	Quiz	IEP				
	Know technical vocabulary.	Reading Material	Quiz	IEP				
		Vocabulary Program	25 Word test	24/25				
Perform other duties as required by supervisor.	Clear oral communication.	Communication Materials	Survey					
	Know technical vocabulary.	Reading Material	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				

Job Title: **Yarn Manufacturing Fixer (G)**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre-quency	Skill Value
Fix all major break downs on cards.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Problem solving.	Problem Solving Materials	Survey					
	Clear oral communication.	Communication Materials	Survey					
	Know technical vocabulary.	Reading Materials Vocabulary Program	Quiz 25 Word test	IEP 24/25				
	Combine information to complete task.							
	Follow sequential, procedural directions	Math Materials	Locator/Quiz	IEP				
	Determine extent of damage.							
	Metric measurement.	Measurement Materials	Locator/Quiz	IEP				
	Recognize key German words.							
Clean grease and check knock-offs on two machines per day.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions	Math Materials	Locator/Quiz	IEP				
	Read MSDS Sheets.	Reading Materials MSDS Program	Quiz	IEP				
Perform all grinding.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
Wash chutes over 1 line of cards per week.	Read and enter information appropriately on forms.	Reading Materials	Quiz	IEP				
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				

Yarn Manufacturing Fixer (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crt. Rating	Duty Task#	Frequency	Skill Value
Blow out sides of all cylinders, doffer flats and coiler heads (1/12 days	Read and enter information appropriately on forms.	Reading Materials	Quiz	IEP				
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Grease all helical gears, calender roll gears, and knock off plates in coilers 1/12 days.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential procedure.	Math Materials	Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
Pull all chokes from side of doffer/12 days.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential procedure.	Math Materials	Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials						
Grease teeth of all gears with brush 1/24 days.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential procedure.	Math Materials	Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				

Job Title: **Yarn Manufacturing Fixer (G)**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre-quency	Skill Value
Grease all yellow coded and noncoded fittings 1/24 days.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
		MSDS Program						
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
	Classify by color.							
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
Oil joints of all flat chains with chain spray oil 1/24 days.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
		MSDS Program						
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	Quiz	IEP				
Grease all red coded fittings 1/6 months.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25Word Test	24/25				

Yarn Manufacturing Fixer (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre- quency	Skill Value
Remove all left hand cylinder covers and fans and grease all cylinder bearings 1/12 months.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential procedure.	Math Materials	Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
	Know technical vocabulary.	Reading Materials Vocabulary Program	Quiz 25Word Test	IEP 24/25				
Tear down and build up as necessary for reclothing.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
Perform other duties as required by supervisor.	Clear oral communication.	Communication Materials	Survey					
	Know technical vocabulary.	Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP 24/25				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				

Job Title: **Yarn Manufacturing Fixer**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Frequency	Skill Value
Take up, weigh, and record waste1/12 hours.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
	Metric weight.	Measurement Materials	Locator/Quiz	IEP				
Check knock offs on all roving frames 1/12 hours.	?							
Perform maintenance on drawing	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
and roving frames as scheduled.	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
	Determine extent of damage.							
	Problem Solving.	Problem Solving Materials	Survey					
Maintain 1/4 of drawing frames	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
and 1/4 roving frames.	Read and appropriately enter information on forms.	Reading Materials	Quiz	IEP				
	Determine extent of damage.							
	Problem solving.	Problem Solving Materials	Survey					
Empty pneumafil cans on 1/2 of roving and 1/2 drawing frames 1/36 hours.	Time management.							
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Wash out both sides of drawing	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
frames on 1/4 of drawing frames 1/240 hours.	Time management.							

Yarn Manufacturing Fixer (continued)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task#	Fre- quency	Skill Value
Wash around heads of 1/4 of roving frames 1/36 hours.	Time management.							
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Sequencing.	Math Materials	Locator/Quiz	IEP				
		Reading Materials	Quiz	IEP				
Clean steel rolls and inside of tube gears 1/4 hours.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Time management.							
	Sequencing.	Math Materials	Locator/Quiz	IEP				
		Reading Materials	Quiz	IEP				
Wash inside of hood and drawing frames on 1/4 of frames 1/240 hours.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Time management.							
	Sequencing.	Math Materials	Locator/Quiz	IEP				
		Reading Materials	Quiz	IEP				
Each fixer will grease 132 roving rollers each one month and 264 each the next month.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Time management.							
	Fill out and read information on forms.							
	Sequencing.	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
Perform other duties as required by supervisor.	Clear oral communication.	Communication Materials	Survey					

FINISHING PLANT
(Art Department)

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Job Title: Graphic Artist

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Skill Value
Tape over any extra print or markings on film. Tape over all pinholes	Vocabulary	Word Review	25 Word Test	24/25			
	Comprehend Safety Rules	Comprehension	Word Review	95%			
Key pattern measurements into computer. Make these decisions for pattern: starting point for the height and width of pattern, is pattern square or half-step, focus of pattern, proportion of pattern to film size	DOS Commands	DOS Course	DOS Quiz	100%			
	Problem Solving/Communication	Communication					
	+,-,*,/ (Math)	Math Materials	Locator/Quiz	95%			
	Ratio/Proportion						
	X/Y Coordinates						
	Metric Measures						
Load film into scanner. Scribe lines must be aligned with line on scanner drum. Snap film into pins and tape film securely on scanner drum.	Comprehend Safety Rules	Comprehension	Word Review	95%			
	X/Y Coordinates	Math Materials	Locator/Quiz	95%			
Enter correct information into computer to have film scanned	DOS Commands	DOS Course	DOS Quiz	100%			
	Read Computer Screen	Comprehension	Word Review	24/25			
	Metric Measures	Math Materials	Locator/Quiz	95%			
	X/Y Coordinates						
	Calculators						
	Menu Driven Program	SuperPaint	Quiz	100%			
Must be able to mask and combine patterns							
Correct pattern defects on computer aided design program. Make decisions as to acceptability of scanned data and to degree of correctness	Computer-aided design program	Mac Tour					
	Problem Solving/Communication	SuperPaint	Quiz	100%			
		Communication					

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Skill Value
Write % of open area of pattern on back of card. Computer supplies information.	Read Computer Screen	Comprehension	Word Review	95%			
Must be able to save pattern on disk. Have ability to determine available space on disk.	DOS Commands	DOS Course	DOS Quiz	100%			
Back up all computer work.	DOS Commands	DOS Course	DOS Quiz	100%			
Keep written report of all film scanned, all disk work and computer time.	Written Reports	Forms	Form Quiz	100%			
	Vocabulary	Word Review	25 Word Test	24/25			
	Communication	Communication					
Check for and correct any joining problems on patterns scanned.	Computer-aided design program	Mac Tour					
		SuperPaint	Quiz	100%			
Create design for film from artwork on graphics system.	Computer-aided design program	Mac Tour					
		SuperPaint	Quiz	100%			
Fill in color for design on graphics system.	Computer-aided design program	Mac Tour					
		SuperPaint	Quiz	100%			
Create films in dark room (plotted films)	Vocabulary	Word Review	25 Word Test	24/25			
	Comprehend Safety Rules	Comprehension	Word Review	95%			
	DOS Commands	DOS Course	DOS Quiz	100%			
	+,-,*,/ (Math)	Math Materials	Locator/Quiz	95%			
	X/Y Coordinates						
	Metric Measurements						
Create negatives and positives of artwork using photography film. Must determine and set exposure time for each pattern. This skill is learned through experience.							

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Skill Value
Quick copy portion of patterns to make paste ups for new patterns and/or repeats	DOS Commands	DOS Course	DOS Quiz	100%			
Develop film with film processor	Comprehend Safety Rules	Comprehension	Word Review	95%			
Touch up any defective areas on films with opaque as needed							
Proof patterns by printing it on the Ink Jet Printer. Check for mistakes before running the pattern	DOS Commands	DOS Course	DOS Quiz	100%			
	X/Y Coordinates	Math Materials	Quiz	95%			
	Communication	Communication					
	Problem Solving						
Change print head on Ink Jet Printer	Comprehend Manual	Comprehension	Word Review	95%			
Complete all paper work (i.e. Photo Shop Scan Job Sheet, Laser Engraver Job Sheet, Geometric Design Form, Pattern Color Table, Scanning Job Information, and Film Plotting Job Sheet)	+,-,*,/ (Math) Metric Measures Calculator	Math Materials	Quiz	95%			
	Vocabulary	Word Review	25 Word Test	24/25			
	Completing Forms	Forms	Form Quiz	100%			
Assist other employees whenever equipment is stopped to keep all downtime to an absolute minimum	Communication	Communication					
Obey safety rules	Vocabulary	Word Review	25 Word Test	24/25			
	Comprehend Safety Rules	Comprehension	Word Review	95%			

Job Duties	Educational Objectives	Curriculum	Assessment Outcome	Crit. Rating	Duty Task #	Skill Value
In the course of your normal job duties, hazardous chemical spills may occur. First, notify your supervisor, then follow prescribed clean-up procedures dictated by the C.C.O. or technical department to remove the spill. Always remember to wear the appropriate personal protective equipment.	Communication Problem Solving	Communication				
Other duties as assigned by supervisor						

FINISHING PLANT
(Inspection)

Job Title: **Finished Cloth Grader**
Purpose of Job: **Grade finished cloth, being able to identify first quality, second quality, and cloth not suitable for shipment in accordance with lot sheets issued by the supervisor.**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
To operate inspection frame.	Read dials, counters, buttons.	Reading Materials						
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Troubleshoot.							
	Clear oral communication.	Communication Materials	Survey					
	Clear written communication.	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
	Calculate percentages.	Math Materials	Locator/Quiz	IEP				
	Convert fractions to decimals.							
	Convert decimals to fractions.							
	Estimate.	Math Materials	Locator/Quiz	IEP				
	Calculator skills.	Math Materials	Locator/Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
Use lot sheets to determine and record proper roll identification, shipping instructions, and slitting instructions if necessary.	Locate, read, and interpret written information on form.	Reading Materials	Quiz	IEP				
	Interpret abbreviations.	Reading Materials	Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
Cut cloth as necessary.	Read and comprehend JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
Measure and verify width of cloth.	Standard measurement - length	Measurement Materials	Locator/Quiz	IEP				

Finished Cloth Grader (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skl Valu
Aid in operations of other machines when needed.	Clear oral communication.	Communication Materials	Survey					
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
Maintains housekeeping standards as required.	Read and interpret JSA.	Reading Materials	Quiz	IEP				
		MSDS Program	25 Word Test	24/25				
Be familiar with and abide by plant and safety procedures, report unsafe conditions or unsafe acts to supervisor immediately.	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
	Know technical vocabulary.	Reading Material	Quiz	IEP				
Check for proper shade, print, and proper direction of fabric.	Compare/contrast with prescribed standard.	Communication Materials	Survey					
	Label return or fall-outs according to codes on Inspection Cover Sheet.	Reading Materials	Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Locator/Quiz	IEP				

Single Double Operator (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Any other responsibilities assigned by supervisor.	Know technical vocabulary.	Reading Materials	Quiz	IEP				
	Read and summarize JSA	Reading Materials MSDS Program	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				

Job Title: Inspection Machine Operator's Helper
Purpose of Job: To service and furnish supplies to the operators.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Assist in operation of an Inspection Frame.	Clear oral communication.	Communication Materials	Survey					
	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
Measure and verify lengths of tubes being cut.	Standard measurement - length.	Measurement Materials	Locator/Quiz	IEP				
Bag and weigh rags not to exceed 70 lbs.	Standard measurement - weight.	Measurement Materials	Locator/Quiz	IEP				
Measure and weigh slitter waste.	Standard measurement - weight.	Measurement Materials	Locator/Quiz	IEP				
Inventory tubes and keep work area neat.	Keep written records.	Reading Materials	Quiz	IEP				
Cut plastic and cloth as necessary.	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures, report unsafe acts to supervisor immediately.	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Quiz	IEP				

Inspection Machine Operator's Helper (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Supply machine operators with standards and shells in accordance with lot sheets.	Read and interpret information from lot sheets.	Reading Materials	Quiz	IEP				
Properly bag, weigh, and tag rags and slitter waste.	Standard measurement - weight.	Measurement Materials	Locator/Quiz	IEP				
Deliver correspondences and shipping bills to other departments.	Clear oral communication.	Communication Materials.	Survey					
	Clear written communciation.	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
	Read department names and personnel names from correspondences.	Reading Materials	Quiz	IEP				

Job Title: Roll Wrapper
Purpose of Job: To insure each roll being shipped is properly identified in accordance with shipping instructions, tagged and located on correct pallets for shipment

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Bring rolls to roll wrapping station by proper use of conveyor belt.	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
Insure the roll is properly identified.	Compare/contrast with prescribed standard.	Communication Materials	Survey					
	Read written information from roll ticket.	Reading Materials	Quiz	IEP				
Remove shipping ticket from roll.	Follow sequential, procedural directions.	Math Materials	Locator Quiz	IEP				
Wrap roll in accordance with shipping instructions.	Follow sequential, procedural directions.	Math Materials	Locator Quiz	IEP				
	Read written information from roll ticket.	Reading Materials	Quiz	IEP				
	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Know technical vocabulary.	Reading Materials	Quiz	IEP				

Roll Wrapper (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Tag and mark roll with proper information.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Accurately transfer numerical information from ticket to plastic wrap.							
	Know technical vocabulary.	Reading Materials	Quiz	IEP				
Locate rolls on proper shipping pallets.	Read written information from roll ticket.	Reading Materials	Quiz	IEP				
Obtain assistance from forklift driver to move rolls too large to handle.	Clear oral information.	Communication Materials	Survey					
	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
Be familiar with and abide by plant and safety procedures, report unsafe conditions or unsafe acts to supervisor immediately.	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
	Follow sequential, procedural directions.	Math Materials	Locator Quiz	IEP				
Maintains housekeeping standards as required.	Read and interpret JSA.	Reading Materials	Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				

FINISHING PLANT
(Color Shop)

Job Title: BASE CHEMICAL MIXER (08-5353)

Job Purpose: Material Handling and mixing of Color Shop dyes and chemicals. Perform job duties with goal of eliminating print off-quality, machine downtime, and waste. Communicate job related questions, suggestions, and problems related to safety, quality, and productivity. Assist fellow employees and clean as necessary.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Mix clear and fill clear holding tank daily.	Understand decimals, volume, measurement, basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand Dept Vocabulary and Forms.	Reading Materials Forms	Quiz	IEP				
Get, stir, and pump-up dyes for dispenser as needed. Keep dispenser head tanks filled with appropriate auxiliary chemicals.	Understand decimals, volume, measurement, basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand Dept Vocabulary	Reading Materials	Quiz	IEP				
Obtain chemicals for Color Shop as needed.	Understand Dept Vocabulary and Forms	Reading Material Forms	Quiz	IEP				
Maintain accurate log records for all dyes and chemicals handled.	Understand Dept Vocabulary and Forms	Reading Material Forms	Quiz	IEP				
Clean dispenser tanks, mixing tanks and holding tanks as needed.								
Wash barrels as needed.								

Base Chemical Mixer (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Mix vat and fiber reactive gums as needed.	Understand decimals, volume, measurement, basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand Dept Vocabulary	Reading Materials	Quiz	IEP				
Notify section leader or supervisor if maintenance work orders are needed.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Maintain housekeeping standards as required.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Other responsibilities as assigned by supervisor.	Understand decimals, volume, measurement, basic math functions.							
	Understand Dept Vocabulary and Forms.	Reading Materials Forms	Quiz	IEP				
Wear specific personal protective equipment during specified activities as stated in the Job Safety Analysis.	Understand Dept Vocabulary and Safety/MSDS Readings.	Reading Materials MSDS Program	Quiz	IEP				
Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions or acts immediately to supervisor.	Understand Dept. Vocabulary and Safety/MSDS Readings	Reading Materials MSDS Program	Quiz	IEP				

Job Title: SCREEN REPAIR TECHNICIAN (09-2308)

Job Purpose: Responsible for pulling, inspecting, storing, and locating serviceable screens for printing, and to repair broken screens, as necessary. Inspecting and pre-staging screens properly, will result in improved quality and production.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Inspect screen lift and safety line for safety and serviceability - report faults immediately to section leader or supervisor - initial and date inspection form.	Understand Dept. Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Check lineup for screens to be pulled - compare lineup from the print shift supervisor with the lineup from the previous shift for the location of screens already pre-staged.	Understand Dept. Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Printout pick list from the computer locator system or pull cards for the manual locator system - identify screens to be shot, completely fill out request form for a new screen to be shot, and turn form into engraving section leader.	Understand Dept Vocabulary and Forms	Reading Materials	Quiz	IEP				

Screen Repair Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Pull screens for pre-staging and/or replacement for machines - inspect and pre-stage strike-off screens sixteen to twenty--four hours in advance.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Inspect all screens going into the pre-stage area to include screens that were removed from the machine and lined back up (check backs - example: to run a sample); check for pin holes/tears, pulls endrings, wrinkles, broken, etc; correct problem or turn in request form for a new screen to be shot.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
	Understand basic math functions	Math Materials	Locator/Quiz	IEP				
Pre-stage screens in staging area on screen buggies; maintain two complete sets of screens tagged for each machine.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Repair broken screens as required.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
	Understand basic math functions	Math Materials	Locator/Quiz	IEP				

Screen Repair Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Locate screens from engraving department, docks for shipped in screens, washpit area and unused screens in pre-staging area. Place bar code on rail side of new screens, scan screen bar-code and location in tube; do not put screens with zimmer endrings in tubes with post behind them; screens with adaptors left on must be returned to screen servicers for removal.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Inspect screens to be located in the warehouse; fill out inspection tracking form completely - to include date inspected and person inspecting screens.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Complete all paper work required, i.e. logs, screen tracking reports, etc.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Tear up screens from authorized tear up list as required.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Band boxes and store orderly for shipping scrap nickel.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				

Screen Repair Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Cut off screen tubes to correct length and replace damaged tubes as required.	Understand basic math, measurement	Math Materials Measurement Materials	Locator/Quiz Locator/Quiz	IEP IEP				
Blow out stopped up screens.								
Exchange and recharge batteries as needed.	Understand decimals	Math Materials	Locator/Quiz	IEP				
Maintain housekeeping standards as required.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Report all suggestions that would make job safer and more productive to your supervisor.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Assist other warehouse operators to make the job more productive and to reduce machine downtime to an absolute minimum.	Understand Dept Vocabulary and Forms Understand basic math functions	Reading Materials Forms Math Materials	Quiz Locator/Quiz	IEP IEP				
Assist screen servicers in cleaning and storing equipment to insure maximum quality and efficiency.	Understand Dept Vocabulary and Forms Understand basic math functions	Reading Materials Forms Math Materials	Quiz Locator/Quiz	IEP IEP				

Screen Repair Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions or acts immediately to supervisor.	Understand Dept Vocabulary	Reading Materials	Quiz	IEP				
	Safety/MSDS Readings	Reading Materials MSDS Program	Quiz	IEP				
Other responsibilities assigned by supervisors.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
	Understand basic math functions	Math Materials	Locator/Quiz	IEP				
	Understand Safety/MSDS Reading	Reading Materials MSDS Program	Quiz	IEP				

Job Title: COLOR FORMULATOR (08-1334)

Job Purpose: Check and shade print colors as needed - both drum colors and machine patches. Perform specific job duties with goal of eliminating print off-quality, machine downtime, and waste due to print color. Communicate job related questions, suggestions, and problems related to safety, quality and productivity. Assist fellow employees and clean as necessary.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
At the beginning of each shift formulator will store large shade paths from their previous shift in the appropriate storage bin to be kept for 3 weeks for documentation until goods are sewn.	Understand alphabetizing and ordering by numbers	Math Materials	Locator/Quiz	IEP				
		Reading Materials	Quiz	IEP				
Give top priority to production machines down due to color and/or about to go down due to color, based on section leader information.	Understand Dept Vocabulary and Forms	Reading Materials Forms	Quiz	IEP				
Check and reshade drum colors as needed.	Understand Dept Vocabulary	Reading Materials	Quiz	IEP				
	Understand function of percents and decimals.	Math Materials	Locator/Quiz	IEP				
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP				

Color Formulator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Check and reshade production machine shade patches.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand percents.	Math Materials	Locator/Quiz	IEP				
	Understand metric basics (i.e. g=oz)	Measurement Materials	Locator/Quiz	IEP				
Give section leader breaks.	Understand alphabetizing and	Reading Materials	Quiz	IEP				
Run dispenser as required.	ordering by numbers.	Math Materials	Locator/Quiz	IEP				
	Understand Dept Vocabulary and Forms.	Reading Materials Forms	Quiz	IEP				
	Understand function of percents and decimals.	Math Materials	Locator/Quiz	IEP				
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand metric basics (i.e. g=oz)	Measurement Materials	Locator/Quiz	IEP				
Figure formulas manually if texicon is down	Understanding of percents.	Math Materials	Locator/Quiz	IEP				
	Understanding of basic math.	Math Materials	Locator/Quiz	IEP				
	Understanding of metric.	Measurement Materials	Locator/Quiz	IEP				
Maintain housekeeping standards as required.	Understand Dept. Vocabulary	Reading Materials	Quiz	IEP				
Other responsibilities as assigned by supervisor.	Understand alphabetizing and	Reading Materials	Quiz	IEP				
	ordering by numbers.	Math Materials	Locator/Quiz	IEP				
	Understand dept Vocabulary and Forms.	Reading Materials Forms	Quiz	IEP				
	Understand functions of percents and decimals.	Math Materials	Locator/Quiz	IEP				
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand Metric basics.	Measurement Materials	Locator/Quiz	IEP				

Color Formulator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crt. Rating	Duty Task #	Frequency	Skill Value
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand MSDS manual.	Reading Materials MSDS Program	Quiz	IEP				
Be aware of and abide by plant and job safety procedures and report on any unsafe conditions or act immediately to supervisor.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand MSDS manual.	Reading Materials MSDS Program	Quiz	IEP				

Job Title: COLOR HANDLER (08-1330)

Job Purpose: Responsible for keeping print machines supplied with dye, in sufficient amounts. Mixing, patching, and delivering color, as well as picking up colors from machines as needed. Alterations to colors as directed by section leader or formulator. Housekeeping duties as assigned.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Place empty barrel on dispenser and start dispense cycle.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
Write color information from Texicon for each barrel of color on tape, including date and shift.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Handle colors for your assigned machines primarily, others as required.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Retrieve full drum of color from dispenser. Place information sheet on barrel with corresponding tape.	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Mix barrels of color a minimum of 3 minutes and a maximum of 5 minutes. Mix in forward and reverse.	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Check viscosity of each color.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				

Color Handler (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Patch each mixed color on the proper cloth and run a machine path as required. (Pigment or Vat dyes).	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Makes alterations to color as directed by color formulator or section leader.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand percents, decimals, negative numbers.	Math Materials	Locator/Quiz	IEP				
	Reading scales.	Reading Materials	Quiz	IEP				
Take barrel to assigned machine or storage area designated for that machine when color is approved by color formulator. Retrieve any color from assigned machine primarily, others as directed. Shade as directed.	Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP				
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand percents, decimals, negative numbers.	Math Materials	Locator/Quiz	IEP				
	Reading scales.	Math Materials	Quiz	IEP				
Clean and wash empty drums from assigned machines primarily, pour up dyes at machines as needed with assistance from machine crew.	Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP				
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand percents, decimals, negative numbers.	Math Materials	Locator/Quiz	IEP				
	Reading scales.	Reading Materials	Quiz	IEP				

Color Handler (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Put bonnets on drums of color on floor as needed. Primary responsibility for drums in your assigned area.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Straighten up drums on floor as needed.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Cut patch cloth as needed.	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Every 30-45 minutes, check color needs on assigned mchines. Make more frequent checks if required.	Understand Dept. Vocabulary and forms	Reading Materials Forms	Quiz	IEP				
Maintain housekeeping standards as required.	Understand Dept. Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Paint work area as needed.	Understand Dept Vocabulary and forms.	Reading Materials Forms	Quiz	IEP				
Turn on circulation pumps to agitate vat colors as needed.	Understand Dept Vocabulary and forms.	Reading Materials Vocabulary Program	Quiz	IEP				
Weigh colors on scales when dispenser is down.	Understand decimals, percents, basic math functions.	Math Materials	Locator/Quiz	IEP				
Mix clear when required.	Understand decimals, percents, basic math functions.	Math Materials	Locator/Quiz	IEP				
Make gum for vat dye as needed.	Understand decimals, percents, basic math functions.	Math Materials	Locator/Quiz	IEP				

Color Handler (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Take empty clean metal drums, lids & rings to trailer at back porch dock and crush metal drums. Take empty clean fiber drums and plastic lids to trash dock and crush. Take empty clean returnable drums to the returnable storage area. Take empty adhesive drums to the storage area for adhesive drums.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
Reshade colors for samples and regular production runs and regular production runs.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand percents, decimals, negative numbers.	Math Materials	Locator/Quiz	IEP				
	Reading scales.	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
Assist all other machine operators whenever equipment is stopped so that all downtime is held to an absolute minimum.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand percents, decimals, negative numbers.	Math Materials	Locator/Quiz	IEP				
	Reading scales.							
	Understand forms.	Forms						

Color Handler (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Other responsibilities as assigned by supervisor or section leader.	Understand Dept. Vocabulary.	Reading Materials	Quiz	IEP				
	Understand basic math functions.	Math Materials	Locator/Quiz	IEP				
	Understand percents, decimals, negative numbers.	Math Materials	Locator/Quiz	IEP				
	Reading scales.	Math Materials	Locator/Quiz	IEP				
	Understand forms.	Forms						
Take proper safety precautions and wear PPE as specified by the JSA. Consult supervisor and MSDS on correct handling of chemicals (including spills).	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand safety and MSDS reading.	MSDS Program Reading Materials	Quiz	IEP				
Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions and acts immediately to supervisor.	Understand Dept Vocabulary.	Reading Materials	Quiz	IEP				
	Understand safety and MSDS reading.	Reading Materials MSDS Program	Quiz	IEP				

FINISHING PLANT
(Napping Department)

Job Title: Shrink Operator
Job Purpose: Operates compressive belt shrinkage machine to preshrink a variety of fabrics in order to control wash shrinkage on finished product.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Follow prescribed start-up procedures	read and comprehend JSA	Reading Materials	Quiz	IEP				
	follow sequential procedure	Math Materials	Locator/Quiz	IEP				
	decision making	Problem Solving Materials	Survey					
	cause and effect							
	technical vocabulary	Reading Materials	Quiz					
Load rolls into cradle and sew on	read and comprehend JSA	Reading Materials MSDS Program	Quiz	IEP				
Make lot changes	read and comprehend JSA	Reading Materials	Quiz	IEP				
	problem solving	Problem Solving Materials	Survey					
	cause and effect							
	follow sequential procedure	Math Materials	Locator Quiz	IEP				
	communication							
	enter information accurately on forms	Forms						
Maintain proper shrinkage, checking shrinkage, moisture, settings & etc., and making necessary adjustments.	standard measurement	Measurement Materials	Locator/Quiz	IEP				
	problem solving	Problem Solving Materials						
	estimation	Math Materials	Locator/Quiz	IEP				
Doff, wrap and ticket rolls.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	enter information accurately on forms	Forms						
	code interpretation							

Shrink Operator, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Obtain and identify a two yard sample from each lot for lab test.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	standard measurement	Measurement Materials	Locator/Quiz	IEP				
Record production on daily production report and enter into computer system.	enter information accurately on forms							
	calculator usage	Math Materials	Locator/Quiz	IEP				
	read computer screen	Mac Tour						
Apply powder to exposed ends of sleeve as needed.		Reading Materials	Quiz	IEP				
	read and comprehend JSA	Reading Materials	Quiz	IEP				
	appropriately enter information into computer	Forms						
	keyboarding	Mac Tour						
Perform cleaning duties as described in cleaning schedule.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Follow prescribed quality procedures.	follow sequential procedure	Math Materials	Locator/Quiz	IEP				
	communication	Communication Materials	Survey					
Obey all safety rules.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Notify your supervisor of any accidents.	clear oral communication	Communication Materials	Survey					
Perform sleeve grinding as prescribed by grinding procedure.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	follow sequential procedure	Math Materials	Locator/Quiz	IEP				
	problem solving	Reading Materials	Quiz	IEP				
	technical vocabulary	Reading Materials	Quiz	IEP				

Shrink Operator, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Follow prescribed stop off procedure.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	follow sequential procedure	Math Materials	Locator/Quiz	IEP				
Bundle, weigh and dispose of rags.	standard measurement	Measurement Materials	Locator/Quiz	IEP				
	read and enter information appropriately on forms	Reading Materials	Quiz	IEP				
Bag up plastic roll wrapping, and put on trailer.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Notify supervisor of any machine malfunction.	clear oral communication	Communication Materials	Survey					
	signal interpretation							
	problem solving	Problem Solving Materials	Survey					
	technical vocabulary	Reading Materials	Quiz	IEP				
Any other duties as directed by supervisor.	clear oral communication	Communication Materials	Survey					
	technical vocabulary	Reading Materials	Quiz	IEP				
Assist all other operators whenever equipment is stopped so that downtime is held to an absolute.	clear oral communication	Communication Materials	Survey					
	technical vocabulary	Reading Materials	Quiz	IEP				
Maintains housekeeping standards as required.	technical vocabulary	Reading Materials	Quiz	IEP				
	read and interpret MSDS sheets	Reading Materials	Quiz	IEP				

Shrink Operator, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	read and comprehend MSDS Sheets	Reading Materials	Quiz	IEP				
	technical vocabulary	Reading Materials	Quiz	IEP				

Job Title: Steam Frame Operator
Job Purpose: Operates steam tenter frame to achieve desired width on flannel products after napping.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Get control sheets, tickets, and instructions from supervisor at beginning of shift.	clear oral communication	Survey						
	technical vocabulary	Reading Materials	Quiz	IEP				
Check what is presently running on the machine.	keyboarding	Mac Tour						
	read computer screen	Mac Tour						
		Reading Materials	Quiz	IEP				
	compare/contrast information on screen with control sheet	Communication Materials	Survey					
	Follow sequential, procedural directions	Math Materials	Locator/Quiz	IEP				
Turn steam on - start machine.	keyboarding	Mac Tour						
	read computer screen	Mac Tour						
		Reading Materials	Quiz	IEP				
	compare/contrast information on screen with control sheet	Communication Materials	Survey					
	follow sequential, procedural directions	Math Materials	Locator/Quiz	IEP				
Check machine settings, speed and width.	standard measure	Measurement Materials	Locator/Quiz	IEP				
	estimation	Math Materials	Locator/Quiz	IEP				
	read gauges & dials & compare with standard	Reading Materials	Quiz	IEP				
Adjust winder and scray speeds.	estimation	Math Materials	Locator/Quiz	IEP				
Load rolls into cradle.	read and comprehend JSA	Reading Materials	Quiz	IEP				

Steam Frame Operator (contd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Obtain A-Frames.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Doff, wrap, and ticket rolls. Sew seams. Sew seams.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Record production on daily production report and enter into computer system.	math: +,-,/,x,avg,%.	Math Materials	Locator/Quiz	IEP				
	keyboarding: tab, enter, esc, #s	Mac Tour						
	read screen, cntrl							
	calculators	Math Materials	Locator/Quiz	IEP				
Repair wrap-ups and tear-outs.	follow sequential, procedural directions							
	read and comprehend JSA	Reading Materials	Quiz	IEP				
Notify Supervisor of all accidents.	clear oral communication							
	technical vocabulary							
Notify Supervisor of all machine malfunctions.	clear oral communication	Communication Materials	Survey					
	technical vocabulary	Reading Materials						
	compare/contrast with standard	Communication Materials	Survey					
Bundle, tag and carry rags to storage.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Have all necessary supplies available when needed.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	technical vocabulary	Reading Materials						

Steam Frame Operator, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Wear specific PPE (Personal Protective Equipment) during specified activities as stated in the Job Safety Analysis.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Any other responsibilities as assigned by Supervisor.	effective oral communication technical vocabulary	Communication Materials Reading Materials	Survey					

Job Title: Napper Operator
Job Purpose: Operates single or tandem napping machine to achieve desired face effects on flannel products.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Load rolls from staging table into cradle with assistance from finisher technician.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	clear oral communication	Communication Materials	Survey					
	technical vocabulary	Reading Materials	Quiz	IEP				
Sew seams.	follow sequential procedure	Math Materials	Locator/Quiz	IEP				
Inspect cloth for bad seams, torn places, appearance, and quality.	compare and contrast	Communication Materials	Survey					
Re-sew bad seams and torn places that may potentially cause a tear-out.	cause and effect							
Adjust air guides.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	estimation	Math Materials	Locator/Quiz	IEP				
	follow sequential procedure	Math Materials	Locator/Quiz	IEP				
Start cloth onto "A" frame winder barrel and observe wind-up, making necessary adjustments to obtain uniform roll.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	follow sequential procedure	Math Materials	Locator/Quiz	IEP				
	estimation	Math Materials	Locator/Quiz	IEP				
	cause and effect							
Doff and relocate "A" frame - napper to napper.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	follow sequential procedure	Math Materials	Locator/Quiz	IEP				
Doff, tag roll, and relocate "A" frame - napper to tenter staging area.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	read numbers on form	Math Materials	Locator/Quiz	IEP				
	write numbers correctly onto tag							

Napper Operator, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Repair tear-outs with assistance from finisher technician.	communication	Communication Materials	Survey					
	read and comprehend JSA	Reading Materials	Quiz	IEP				
Keep certain production records as instructed by supervisor.	write and spell key technical words accurately on forms transferring numbers, codes, dates and figures from equipment or written sources to forms	Reading Materials	Quiz	IEP				
Read, record, and re-set yardage counter clocks.	reading numbers from measuring clock	Math Materials	Locator/Quiz	IEP				
	appropriately record information on forms	Forms						
Perform machine cleaning assigned by Supervisor.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Maintain housekeeping standards as required.	read and comprehend JSA	Reading Materials	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your Supervisor immediately.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	clear oral communication	Communication Materials	Survey					
	arrange events sequentially	Reading Materials	Quiz	IEP				
Report all accidents, no matter how minor, to supervisor.	clear oral communication	Communication Materials	Survey	IEP				
	arrange events sequentially	Reading Materials	Quiz	IEP				
Responsible for run-time efficiency.	read and comprehend JSA	Reading Materials	Quiz	IEP				

Napper Operator, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Responsible for reporting machine malfunctions to Supervisor.	clear oral communication arrange events sequentially	Communication Materials Reading Materials	Survey Quiz	IEP IEP				
Any other responsibilities assigned by Supervisor.	clear oral communication	Communication Materials	Survey					

Job Title: Finisher Technician
Job Purpose: Responsible for controlling running conditions on all nappers. Monitors condition of napper wire and informs supervisor of problem areas. Monitors napped cloth to insure proper nap is achieved with minimum number of passes at maximum speed. Serves as a lead man in napping area.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Receive napping instruction from supervisor.	clear oral communication summarizing essential details	Communication Materials	Survey					
Issue procurement instructions to material handler.	clear oral communication generating instructions clearly	Communication Materials	Survey					
Assist operators in loading rolls into cradle.	clear oral communication	Communication Materials	Survey					
	read and comprehend JSA	Reading Materials	Quiz	IEP				
Make adjustments to all napper dials, tensions, etc. to achieve proper nap.	read and comprehend JSA	Reading Materials	Quiz	IEP				
	cause and effect							
	determining if a solution is reasonable	Math Materials	Locator/Quiz	IEP				
	compare and contrast	Communication Materials	Survey					
	technical vocabulary	Reading Materials	Quiz	IEP				
Inspect cloth, start to finish, for quality and degree of nap.	compare and contrast	Communication Materials	Survey					
	determining the presence of a defect	Math Materials	Locator/Quiz	IEP				
	estimation/judgment	Math Materials	Locator/Quiz	IEP				
Assist operators in repairing tear outs.	clear oral communication	Communication Materials	Survey					
	following procedural directions	Math Materials	Locator/Quiz	IEP				
	read and comprehend JSA	Reading Materials	Quiz	IEP				

Finisher Technician, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Assist operators in re-threading nappers.	clear oral communication	Communication Materials	Survey					
	read and interpret JSA	Reading Materials	Quiz	IEP				
	following procedural directions	Math Materials	Locator/Quiz	IEP				
Compare finishes to napping standards and obtain file samples from each lot.	compare and contrast product with set standards	Communication Materials	Survey					
Rotate breaks with operators to prevent downtime.	clear oral communication summarize essential information	Communication Materials	Survey					
Perform cleaning of "A" frames.	read and summarize JSA's	Reading Materials	Quiz	IEP				
Maintain housekeeping standards as required.	read and summarize JSA's	Reading Materials	Quiz	IEP				
Be constantly abreast of napper wire condition and inform supervisor when maintenance is needed.	communication	Communication Materials	Survey					
	compare and contrast with set standards	Communication Materials	Survey					
	problem solving	Problem Solving Materials	Survey					
Keep certain production records as instructed by supervisor.	read and record numbers, codes and dates appropriately on forms	Reading Materials	Quiz	IEP				
	clear oral communication	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
Observe and obey all safety rules.	read and comprehend JSA	Reading Materials	Quiz	IEP				

Finisher Technician, Cont.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Responsible for efficiency determined by number of passes.								
Report all accidents, no matter how minor, to supervisor.	clear oral communication arrange events sequentially	Communication Materials	Survey					
Responsible for reporting machine malfunctions to supervisor.	clear oral communication arrange events sequentially	Communication Materials Reading Materials Math Materials	Survey Quiz Locator/Quiz	 IEP IEP				
Any other responsibilities assigned by supervisor.	clear oral communication	Communication Materials	Survey					
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	read and comprehend JSA communicate events sequentially	Reading Materials Reading Materials Math Materials	Quiz Quiz Locator/Quiz	IEP IEP IEP				

FINISHING PLANT
(Bleach Department)

Job Title: Plant Clerk I
Job Purpose: To perform clerical duties for Bleach and Finishing Departments.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Pick up, copy, and distribute finishing, dye, and bleach production reports.	Read department names and personnel names from reports.	Reading Materials	Quiz	IEP				
Add bleach and finishing production, and record on production board.	Transfer information accurately.							
	Computation: +,-,*,/, %	Math Materials	Locator/Quiz	IEP				
	Calculator usage.	Math Materials	Locator/Quiz	IEP				
Figure dye standard on dye mix sheets.	Computation: avg, +,-,*,/.	Math Materials	Locator/Quiz	IEP				
	Record info accurately on forms.	Forms						
Check MEQ drain printouts against Greige handling sheets.	Compare and contrast.	Communication Materials	Survey					
	Read handling sheets.	Reading Materials	Quiz	IEP				
File production sheets, printouts, and lot sheets.	Sequencing.	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Categorization.							
	Read information from sheets.	Reading Materials	Quiz	IEP				
Pick up and distribute mail.								
Pick up payroll checks and give to supervisor.	Read personnel names on checks.	Reading Materials	Quiz	IEP				
Responsible for ordering office supplies for finishing and bleach departments.	Write information accurately on forms.	Reading Materials	Quiz	IEP				
	Read information from catalogs.	Reading Materials	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
Secretarial tasks - prepare memos and correspondence, filing, phone, etc.	Clear oral communication.	Communication Materials	Survey					
	Clear written communication.	Reading Materials	Quiz	IEP				

Plant Clerk 1 (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Drain micro-wands and MEQs as needed.	Follow sequential, procedural directions to enter #'s into keyboard.	Math Materials Mac Tour MSDS Program	Locator/Quiz	IEP				

Job Title: Forklift Operator
Job Purpose: To distribute cloth to assigned bleach ranges in correct amount and order. To use proper material handling techniques.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Checks forklift daily for proper operation. Prepares maintenance and safety checklist.	Compare/contrast with standard.	Communication Materials	Survey					
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Read and enter written information on checklists.	Reading Materials	Quiz	IEP				
Visibly inspects each roll carried to entry for damage or defects. Reports any damaged cloth immediately to supervisor. Initials each ticket verifying cloth condition.	Compare/contrast with standard.	Communication Materials	Survey					
	Clear oral communication.	Communication Materials	Survey					
	Read ticket information.	Reading Materials	Quiz	IEP				
Keeps all greige storage racks and bays neat and orderly. Checks condition of racks for damages.	Compare/contrast with standard.	Communication Materials	Survey					
	Clear oral communication.	Communication Materials	Survey					
	Read and interpret JSA.	Reading Materials	Quiz	IEP				
Obtains line up and control sheet for each lot to verify correct style, yardage, and mill (verifies line up status with previous shift). Inspects and unwraps cloth if necessary. Carries cloth to machine in correct order and insures each roll has proper ticket. Places control sheet in last roll of lot.	Sequencing.	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Read written information and charts from control sheets.	Reading Materials	Quiz	IEP				
	Compare/contrast with standard.	Communication Materials	Survey					
	Read and comprehend JSA.	Reading Materials	Quiz					
	Sequencing.	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				

Forklift Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Lays rolls in scray table, ends are lined up by line up to insure that the rolls will be in order when the scray operator puts roll in cradle.	Sequencing.	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Read and interpret JSA	Reading Materials	Quiz	IEP				
Records roll number and lot number on greige material handling record.	Record numbers accurately on forms.							

Job Title: Range Operator
Job Purpose: To maintain the continuous bleaching operation on his/her machine, producing first quality cloth.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Writes work orders for any mechanical or electrical break downs for immediate repair.	Write brief, descriptive accounts of situation.	Reading Materials	Quiz	IEP				
Writes work orders for weekend repairs and gives to supervisor.	Write brief, descriptive accounts of situation.	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Reports and problems with other personnel on his/her machine, that prevent the machine from running efficiently, to supervisor for immediate correction.	Communicating verbally brief, descriptive accounts of situation.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Gets machine back into production as quick as possible	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
All personnel assigned to machine must immediately assist in getting range running.	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Communicate orally with assisting personnel.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				

Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Checks and maintains proper percentage of chemicals used in the bleaching process. Titration checks are to be made every 30 minutes for caustic and peroxide. Metering pumps for other chemicals are to be checked every two hours. Chemical checks are to be recorded accurately on proper forms and turned in to supervisor.	Read and summarize information from MSDS sheets.	Reading Materials MSDS Program	Quiz	IEP				
	Chemistry of a titration check.							
	Metric measurement - volume.	Measurement Materials	Locator/Quiz	IEP				
	Record information in appropriate location on form.							
	Read sheet to determine range.	Reading Materials	Quiz	IEP				
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Read and summarize MSDS Sheets.	Reading Materials MSDS Program	Quiz	IEP				
Tracks lot changes through bleach range.	Read and comprehend JSA	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Communicate orally with Entry and Delivery Operators	Communication Materials	Survey					
	Estimate to raise/lower speed, temp, chemical release gauges.	Math Materials	Locator/Quiz	IEP				

Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Maintains proper levels in caustic and peroxide steamers and j-boxes to insure uniform bleaching.	Read and summarize MSDS sheets	Reading Materials MSDS Program	Quiz	IEP				
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Estimate to raise/lower chemical release gauges.	Math Materials	Locator/Quiz	IEP				
	Compare/contrast with prescribed bleaching standards.	Communication Materials	Survey					
Maintains temperature controls and water flow on desize, caustic, and peroxide j-boxes and steamers to obtain uniform bleaching and maximum washing.	Estimate to raise/lower temp, water flow, chemical flow gauges and dials.	Math Materials	Locator/Quiz	IEP				
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Compare/contrast with prescribed bleaching standards.	Communication Materials	Survey					
	Read and interpret JSA.	Reading Materials MSDS Materials	Quiz	IEP				
	Read and interpret MSDS Sheets.	Reading Materials MSDS Materials	Quiz	IEP				
Adjusts machine speed and formulations as indicated for cloth. Refers to speed charts and process formulations.	Read and interpret JSA.	Reading Materials MSDS Materials	Quiz	IEP				
	Cause and effect.							
	Read and outline charts and written information.	Reading Materials	Quiz	IEP				
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Estimate to raise/lower gauges and dials.	Math Materials	Locator/Quiz	IEP				

Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Observes washers and compensat or rollers for proper tension and thread-ups.	Read and interpret JSA.	Reading Materials MSDS Materials	Quiz	IEP				
	Compare/contrast with prescribed tension standards.	Communication Materials	Survey					
Transfers lot sheets to delivery end of machine.	Write information in appropriate space on form.	Reading Materials	Quiz	IEP				
Reports quality, mechanical, and electrical problems to supervisor.	Orally communicate details of situation.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Monitors machine set-ups on computer for open-width and combo range. If any red alarms occur, corrects is possible. If not, notifies supervisor.	Read computer screen.	Mac Tour Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Interpret diagram.	Reading Materials	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
Monitors vacuum slots. reports any problems to the supervisor.	Compare and contrast with prescribed moisture standards.	Communication Materials	Survey					
	Clear oral communication.	Communication Materials	Survey					
Leads and assists all personnel assigned to machine in repairing breakouts and wrapups to insure proper thread-up of machine.	Orally communicate with personnel.	Communication Materials	Survey					
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Problem solving.	Problem Solving Materials	Survey					
	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				

Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Operates range according to SOP and JSA.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Read and summarize SOP.	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Maintains housekeeping standards as required. When machine is down for mechanical or electrical repairs, employee is to utilize this time for cleaning his/her working area or other areas as designated by supervisor.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Read and summarize MSDS.	Reading Materials MSDS Program	Quiz	IEP				
a. Keeps all water and air hoses up off the floor.								
b. Does not allow food trays, cups, or other foreign objects in work area.	Communicates orally with personnel.	Communication Materials	Survey					
c. Keeps all personal equipment, such as gloves, goggles, boots, and hooks in cabinets.								
d. Washes all chemical drums clean before disposing of them.	Read and summarize MSDS sheets.	Reading Materials MSDS Program	Quiz	IEP				
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				

Range operator (con't)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts immediately to your supervisor	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Communicate events sequentially	Communication Materials	Survey					

Job Title Delivery operator

Job Purpose: **Inspects cloth for quality, winds cloth on a-frame, or runs into white bin. Records production.**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Secures a-frames and places in position or keeps bin pilers in roper place over white bin.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Makes changes in thread ups from bleachery to white bins.	Estimates and adjusts dial to speed/slow J-Box. Cause and effect.	Math Materials	Locator/Quiz	IEP				
Keeps proper amount of cloth in desize J box. Rings for singer operator to start and stop singer.	Clear oral communication. Signal interpretation.	Communication Materials	Survey					
Winds cloth onto a-frame neatly, monitors and adjusts air guides separating cloth by lots as designated by bleach schedule, or catches lot changes going to white bins and makes bin changes by bleach schedule.	Follow sequential Procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Read and interpret schedule.	Reading Materials	Quiz	IEP				
Checks cloth for proper PH and absorbency. Notifies range operator if out of standards.	Communicate specifically and clearly with range operator. Perform titration checks (acid, base, PH).	Communication Materials	Survey					
	Read and summarize MSDS sheets	Reading Materials MSDS Program	Quiz	IEP				
	Compare-contrast with absorbency standard.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				

Delivery operator (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Completes all paper work associated with each lot, entering yards, machine number, shift, a-frame, or bin number into W.I.P terminal.	Keyboarding (numbers, enter, tab).	Mac Tour						
	Enter information into appropriate space on spreadsheet.							
	Read computer screen.	Mac Tour Reading Materials	Quiz	IEP				
Wraps a-frames with plastic. Keeps all bins containing cloth properly covered and wet. Follows wet-down procedures.	Follows sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
Parks each a-frame in a neat and orderly manner in designated area.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Inspects cloth and compares to standard for any defects such as bad bleach, drips, or any other type of stains, holes, bowed or biased cloth (adjusts straightener if necessary.). Reports defects to the supervisor immediately and records on off quality report.	Compare/contrast with prescribed quality standards.	Communication Materials	Survey					
	Communicate details clearly to supervisor.	Communication Materials	Survey					
	Record information appropriately on form.							
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Read form.	Reading Materials	Quiz	IEP				

Delivery Operator (con't)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Assists in repairing breakouts, wrap-ups, and rethreads, or any breakdowns at any point on the range.	Communicate clearly with other operators.	Communication Materials	Survey					
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Cause and effect.							
	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
Reports any damaged a-frames or parts of machinery (mechanical or electrical) to operator or supervisor.	Orally communicate clearly to supervisor.	Communication Materials	Survey					
	Compare/contrast with prescribed mechanical standards.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Survey					
		Reading Materials	Quiz	IEP				
Removes all damaged cloth before it goes onto a-frames or in white bins, and sews ends back together.	Follows sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and summarize JSA	Reading Materials MSDS Materials	Quiz	IEP				
	Compare/Contrast with prescribed quality standards.	Communication Materials	Survey					
Maintains housekeeping standards as required. When machine is down for mechanical or electrical repairs, employee is to utilize his time by cleaning his/her working area or other areas as designated by supervisor.	Read and summarize JSA.	Reading Materials MSDS Materials	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				

Delivery Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Follows all safety policies and reports any unsafe conditions or acts to your supervisor immediately.	Read and summarize JSA.	Reading Materials MSDS Materials	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
	Communicate details.	Communication Materials	Survey					
Any other responsibilities assigned by the supervisor.	Clear oral communication.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				

Job Title: Entry Operator
Job Purpose: Applies and records correct style and quantity of cloth to each lot. Sews rolls together, makes quality checks, and assists in minimizing downtime.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Obtains control sheets and	Sequencing.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
keeps in proper sequence to be bleached.	Read and interpret codes and numbers on form.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
	Clear oral communication.	Communication Materials	Survey					
Checks each roll to insure correct style, width, and mill for lot is assigned.	Compare and contrast with proper measure.	Communication Materials	Survey					
	Interpret style code.	Reading Materials	Quiz	IEP				
Marks beginning and end of each lot with lot number, style, or other special information.	Transfer codes from form to lot.							
	Interpret and clearly and briefly restate special information.	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Attaches Greige roll ticket to control sheet, stamps if necessary.	Sequencing	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
	Cause and effect.							
Scans roll tickets and control sheet with MEQ wand. Enters data into range control systems.	Sequencing	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
	Keyboarding (enter code, enter, esc).	Mac Tour						
	Read screen.	Reading Materials	Quiz	IEP				
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				

Entry Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Monitors singers and air guides. Adjusts air guides for different widths of cloth.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Cause and effect.							
Checks Greige cloth for quality defects, notifies supervisor per S.O.P.	Compare and contrast with prescribed quality standards.	Communication Materials	Survey					
	Decision making.	Problem Solving Materials	Survey					
	Clear oral communication.	Communication Materials	Survey					
Maintains housekeeping standards as required.	Read and summarize MSDS.	Reading Materials MSDS Program	Quiz	IEP				
When machine is down for repairs, use time to perform cleaning duties.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Read and summarize cleaning duties	Reading Materials	Quiz					
	Read and summarize MSDS sheets.							
Assists in repairing breakouts/ wrapups throughout the range.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz					
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				

Entry Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to supervisor immediately.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Read and summarize MSDS sheets.	Reading Materials MSDS Program	Quiz	IEP				
	Clear oral communication of events.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Any other responsibilities assigned by supervisor.	Clear oral communication.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Read and summarize JSA .	Reading Materials MSDS Program	Quiz	IEP				

FINISHING PLANT
(Dye Department)

Job Title: Dye Range Operator

Job Purpose: Controls Dye Range. Observes control panel and equipment to detect quality operation. Adjust controls as necessary to dye cloth within quality specifications. Maintain correct heat in thermosol chamber. Observe dye pad to insure an even air flow into dye pad. Report to supervisor any condition that is out of specifications. Keep selvages turned out.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Check line up for dyeing cloth. Verify that correct style and quantity is received at scray.	Clear interpretation of written and oral information.	Reading Materials	Quiz	IEP				
	Math: +, -, estimation.	Math Materials	Locator/Quiz	IEP				
Check other sections of the dye range to verify range is cleaned between color changes.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Compare/contrast with standard	Communication Materials	Survey					
Operate dye range at standard operating speeds. Any variation must be approved by supervisor.	Interpret written info from chart.	Reading Materials	Quiz	IEP				
Coordinate with chemical mixer as to color changes, when a boil out for the dye pad is necessary, etc.	Clear oral communication.	Communication Materials	Survey					
Assist scray operator in unwrapping rolls.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
Observe cloth processed through machine to detect flaws such as holes and torn selvages. Also looks for lot and width changes.	Compare/contrast with prescribed standard.	Communication Materials	Survey					
	Estimation of measure.	Math Materials	Locator/Quiz	IEP				
	Standard measurement - width.	Measurement Materials	Locator/Quiz	IEP				

Dye Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
grease spots to supervisor. Signals lot changes, holes, width changes, and other defects to the following operators using the ringing system. When observed, correct folded selvages.	Clear oral communication.	Communication Materials	Survey					
Check production report to insure correct information.	Math (+, -,X,- ,estimation)	Math Materials	Locator/Quiz	IEP				
	Interpret written info accurately.	Reading Materials	Quiz	IEP				
In the event of a wrap up, tear out, etc, go to the problem area and assist the other machine operators in disentangling the wrap up and tear out, etc. Assist until cloth is rethreaded and machine is ready to adjust.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
Maintains housekeeping standards as required.								
Report needed repairs or service requirements to supervisor.	Clear oral communication.	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
	Clear written communication. (write work order)	Communication Materials	Survey					
		Reading Materials	Quiz					
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Report any change or improvements that may upgrade the safety conditions in the work area and/or production area.	Clear oral communication.	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
	Critical thinking.	Problem Solving Materials	Survey					
	Problem solving.	Problem Solving Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				

Dye Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Other responsibilities are assigned by the supervisor.	Clear oral communication.	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Read and summarize MSDS.							
Assist all other machine operators whenever equipment is stopped so that all downtime is held to an absolute minimum.	Clear oral communication.	Communication Materials	Survey					
	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Context clues.	Reading Materials	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor	Read and summarize JSA.	Reading Materials	Survey	IEP				
	Clear oral communication.							
	Technical vocabulary.							
For rolls doffed off a) Inspect for defects by rolling at least 2 yards back (defects: holes, oil, or grease on selvage, damaged selvage, dye spots, etc.) b) tear off 6 inch wide shade, bow/bias patch. c) Check shade patch against either approved standard or approved shade patch.	Compare/contrast with standard.	Communication Materials	Survey					
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
	Estimation.	Math Materials	Locator/Quiz	IEP				

Job Title: Dye/Range Delivery (02-2353)

Job Purpose: Doffs and wraps cloth from delivery end of dye range. Observes cloth as it winds up and notifies range operator of defects. Notifies Supervisor when defect cannot be corrected by adjustments on the machine. Operates winder at speeds, consistent with dye range. Keep cloth in air guides and straight on roll. Doff rolls and wrap in polyethylene. Enter correct information into computer and on lot sheets. Take shade patch at every roll.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Verify control sheet and line-up order with range operator and/or supervisor.	Clear oral communication.	Communication Materials	Survey					
	Summarize written information - prose and charts.	Reading Materials	Quiz	IEP				
Adjust air guides at width changes.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
	Estimation.	Math Materials	Locator/Quiz	IEP				
	Compare/contrast with prescribed standard.	Communication Materials	Survey					
Doff roll at seam and get 6" shade patch.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Standard measurement - length.	Measurement Materials	Locator/Quiz	IEP				
	Estimation.	Math Materials	Locator/Quiz	IEP				
Inspect cloth constantly. Check for holes, dye spots, water spots, oil, grease, turned selvage or anything that can be considered a quality problem.	Compare/contrast with prescribed standard.	Communication Materials	Survey					

Dye/Range Delivery (cont.)

Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
In the event of a wrap up or breakout, go immediately to the problem area to assist in correcting the problem.	Clear oral communication.	Communication Materials	Survey					
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
		Reading Materials	Quiz	IEP				
	Context clues.							
Bundle any waste cloth.								
Properly wrap roll using polyethylene and tie ends using tie wire twister. Hang ticket on roll using ticket procedure.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Enter correct information into the computer and on the control sheets.	PC Skills (tab, kb, enter).	Mac Tour						
	Enter written info appropriately on forms.	Reading Materials	Quiz	IEP				
Assist in cleaning machine (steamer, red rays, steam cans, etc.) as directed by a supervisor through the range operator.	Clear oral communication.	Communication Materials	Survey					
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Run leader rolls with the same care taken for production goods.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
Resupply wrapping material as needed.								

Dye/Range Delivery

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Report needed repairs or service requirements	Clear oral communication.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Clear written information (write work order)	Reading Materials	Quiz	IEP				
Report any change or improvement that may upgrade the safety conditions in the work and/or production area.	Clear oral communication.	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Problem Solving.	Problem Solving Materials	Survey					
	Critical Thinking skills.	Problem Solving Materials	Survey					
Maintain housekeeping standards as required.	Read and comprehend JSA.	Reading Materials	Quiz	IEP				
Other responsibilities as assigned by supervisor.	Clear oral communication.	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
	Technical vocabulary	Reading Materials	Quiz	IEP				
	Read and summarize JSA	Reading Materials MSDS Program	Quiz	IEP				
Assist all other operators whenever equipment is stopped so that downtime is held to an absolute minimum.	Clear oral communication.	Communication Materials	Survey					
	(context clues, details).	Reading Materials						
	Technical vocabulary.	Reading Materials	Quiz	IEP				

Dye/Range Delivery

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	Read and summarize JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Clear oral communication.	Communication Materials Reading Materials	Survey					
	Read and summarize MSDS	Reading Materials	Quiz	IEP				

Job Title: Dye Pad Operator (02-2350)

Job Purpose: **Removes plastic from roll and checks ticket information with line-up. Lines cloth up whether in the cradle or on A-frames so as to keep it as straight as possible through machine. Maintains a level of cloth in scray to keep dye range running efficiently. Inspects cloth for damaged goods and removes as needed. Keeps cloth in air guides and selvages flat. Rings up lot changes as they occur. Keeps dye in dye pad and monitors flow and pad setting.**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Removes polyethylene from roll (or A-frame) and aligns to go straight from cradle to dye pad air guides.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Checks ticket information with line-up.	Compare/contrast with standard Interpret written info.	Communication Materials	Survey					
Verifies line-up with range operator and/or supervisor.	Clear oral communication.	Communication Materials Reading Materials	Survey Quiz	 IEP				
Maintains adequate level of cloth in scray to keep dye range running efficiently.	Estimation of quantity.	Math Materials	Locator/Quiz	IEP				
Inspects cloth before and while running, being alert to any potential problems.	Comprehend/contrast with prescribed standard.	Communication Materials	Survey					
Removes damaged cloth and bundles it.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Carefully sews seams.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Cuts two small holes at each lot change so as to be visible to delivery operator.	Follow directions carefully.							

Dye Pad Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Rings lot change up and records information on daily production report.	Estimation.	Math Materials	Locator/Quiz	IEP				
	Appropriately enter written information	Forms						
Keeps cloth in air guides and selvages flat.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Maintains dye level in pad and monitors pad settings.	Interpret written info from chart.	Reading Materials	Quiz	IEP				
Coordinates leader rolls for color changes with range operator and tow motor driver.	Clear oral communication.	Communication Materials	Survey					
In the event of a wrap up or breakout, go to the problem area and assist in correcting the problem.	Clear oral communication.	Communication Materials	Survey					
	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Technical Vocabulary	Reading Materials	Quiz	IEP				
Dumps dye pad and rinses with water while running leader roll. Calls for dye when needed.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Clear oral communication.	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
Assists in cleaning machine (steamer, dye pad, steam cans, red rays) as directed by supervisor through range operator.	Follow sequential, procedural directions.	Math Materials	Locator Quiz	IEP				
	Read and summarize JSA.	Reading Materials	Quiz	IEP				

Dye Pad Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Report needed repairs or service requirements to supervisor.	Clear oral communication.	Communication Materials	Survey					
	Clear written information (write work order).	Reading Materials	Quiz					
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Report any change or improvement that may upgrade the safety conditions in the work and/or production area.	Clear oral communication.	Communication Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Critical thinking.	Problem Solving Materials	Survey					
	Problem Solving.	Problem Solving Materials	Survey					
Maintain housekeeping standards as required.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Other responsibilities as assigned by the supervisor.	Clear oral communication.	Communication Materials	Survey					
	Read and summarize JSA/MSDS	Reading Materials	Quiz	IEP				
	Technical Vocabulary.	Reading Materials	Quiz	IEP				
Assist all other operators whenever equipment is stopped so that downtime is held to an absolute minimum.	Clear oral communication.	Communication Materials	Survey					
	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	Clear oral communication.	Communication Materials	Survey					
	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				

FINISHING PLANT
(Maintenance Department)

Job Title: **Plant Clerk 1**

Job Purpose: **Responsible for maintaining files, records, answering phone and typing memos and performing other clerical duties as required.**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Maintains all P.M. (Preventive Maintenance) records on computer.	Reading/interpreting forms	Reading Materials	Quiz	IEP				
	Computer literacy	Mac Tour						
		Vocabulary Program	25 Word Test	24/25				
	Comparison	Communication Materials	Survey					
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
Files all completed P.M. records.	Alphabetizing	Reading Materials	Quiz	IEP				
Performs daily entry of completed work orders on computer.	Prioritizing							
	Computer literacy	Mac Tour						
		Vocabulary Program	25 Word Test	24/25				
	Interpreting others' written communication	Reading Materials	Quiz	IEP				
	Communication	Communication Materials	Survey					
	Problem solving	Problem Solving Materials	Survey					
	Vocabulary	Reading Materials	Quiz					
		Vocabulary Program	25 Word Test	24/25				
File all completed work orders, by department.	Organize/sort							
Maintains back log list for incomplete work orders.	Written communication	Reading Materials	Quiz	IEP				
	Organizing							
	Drawing Conclusions	Communication Materials	Survey					

Plant Clerk (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Records daily down time on all production machinery for all shifts and departments.	Organizing							
	Gathering information from forms	Forms						
	+,-,x,/	Math Materials	Locator/Quiz	IEP				
	Communication	Communication Materials	Survey					
	Vocabulary	Reading Materials	Quiz					
		Vocabulary Program	25 Word Test	24/25				
Prepare weekly propane gas usage report.	Forms - written communication	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
		Forms						
	Compilling information from others							
	Interpretation							
Prepare weekly P.V.A. report.	Interpret information	Reading Materials	Quiz	IEP				
	Forms - written communication	Communication Materials	Survey					
		Forms						
		Reading Materials	Quiz	IEP				
		Communication Materials	Survey					
	+,-,x,/	Math Materials	Locator/Quiz	IEP				
	Comparison							
	Vocabulary	Vocabulary Program	25 Word Test	24/25				
		Reading Materials	Quiz	IEP				
Prepare weekly Maintenance Work Order report. +,-,x,/	Compile/interpret information	Reading Materials	Quiz	IEP				
	Comparison	Communication Materials	Survey	IEP				
	Drawing conclusions	Communication Materials	Survey					
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				

Plant Clerk (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Distributes and receives all mail for maintenance dept.	Sorting							
	Communication	Communication Materials	Survey					
Escorts all vendors in plant.	Communication	Communication Materials	Survey					
Calls vendors for prices and orders.	+,-,x,/	Math Materials	Locator/Quiz	IEP				
	Communication	Communication Materials	Survey					
	Forms - interpreting, using	Reading Materials Forms	Quiz	IEP				
	Problem Solving	Problem Solving Materials	Survey					
Maintains all maintenance files.	Sorting/Organizing							
	Using system for ordering							
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
Keeps up with weekly employee hours.	+,-,x,/	Math Materials	Locator/Quiz	IEP				
	Forms - reading,completing	Reading Material Forms	Quiz	IEP				
Maintains J.S.A. book.	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Sorting/organizing							
	Reading Comprehension	Reading Materials	Quiz	IEP				
Maintains M.S.D.S. book.	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Sorting/organizing							
	Reading Comprehension	Reading Materials	Quiz	IEP				

Plant Clerk (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Ensures all requisitions follow proper procedures.	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Filling out forms	Forms						
	Analysis							
Performs other clerical/secretarial duties as assigned by supervisors.	Writing skills	Reading Materials	Quiz	IEP				
	Grammar	Reading Materials	Quiz	IEP				
	Communication	Communication Materials	Survey					
	Proofreading	Reading Materials	Quiz	IEP				
Be aware of and abide by plant and job safety procedure. Report any unsafe conditions or acts immediately to supervisor	Observation/interpretation							
	Drawing conclusions	Communication Materials	Survey					
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz					
	Analysis							

Job Title: Instrument Technician

Job Purpose: Installation, calibration, and maintenance of process control systems on productive and auxiliary equipment.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Use various types of test equipment to diagnose and repair malfunctioning control systems on productive equipment. These instruments include but are not limited to oscilloscopes, digital and analog volt ohm meters, manometers and infrared scanners.	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Safety	Reading Materials	Quiz	IEP				
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/quiz	IEP				
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
Use and understand complicated blueprints, schematic diagrams and line drawings to install and maintain control equipment.	Blueprint Reading	Reading Materials	Quiz	IEP				
	Schematic reading							
	Diagram reading/interpretation							
	Math - scale	Math Materials	Locator/Quiz	IEP				
	Geometry							
	Visual (2D to 3D) thinking							
	Analysis							
	Problem solving	Problem Solving Materials	Survey					
Perform installation and maintenance of equipment such as level, temperature and flow, control and indication. and flow, control and indication.	Dial reading/interpretation	Reading Materials	Quiz	IEP				
	Drawing conclusions	Communication Materials	Survey					
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Problem solving	Problem Solving Materials	Survey					
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				

Instrument Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Install control equipment, tubing and wiring necessary to operate and maintain process controls.	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Safety	Reading Materials	Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
Perform calibration and routine maintenance, including periodic checks of level indication and control devices.	Dial/meter reading							
	Interpretation	Reading Materials	Quiz	IEP				
	Estimation	Math Materials	Locator/Quiz	IEP				
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
Routine maintenance and reconditioning of electrically actuated pneumatic valves.	Sequence	Reading Materials	Quiz	IEP				
			Math Materials	Locator/Quiz	IEP			
	Safety							
	Measurement	Measurement Materials	Locator/Quiz	IEP				
Maintenance of plant process control computer systems including making backups of critical programs and routine programming modifications.	Computer skills	Mac Tour						
		Vocabulary Program	25 Word Test	24/25				
		Sequence	Reading Materials	Quiz	IEP			
		Math Materials	Locator/Quiz	IEP				
	Problem solving	Problem Solving Materials	Survey					
	Decision making	Problem Solving Materials	Survey					

Instrument Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Assist in maintenance record keeping and in establishing P.M. programs in areas of responsibility.	Decision making	Problem Solving Materials	Survey					
	Forms - filling out - designing	Forms						
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Communication	Communication Materials	Survey					
Aid in day-to-day training of technicians of lower classifications.	Communication	Communication Materials	Survey					
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Breaking problems down to component parts	Word Problems						
	Cause & Effect							
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word test	24/25				
	Cooperation	Communication Materials	Survey					
	Team Building	Problem Solving Materials	Survey					
		Communication Materials	Survey					
Assist all other technicians (technician I) in the performance of their duties and may, at any time, perform duties of the lower classifications.	Communication	Communication Materials	Survey					
	Math	Math Materials	Locator/Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
Assist other maintenance personnel in the performance of their duties.	Communication	Communication Materials	Survey					
	Team building	Problem Solving Materials	Survey					
		Communication Materials	Survey					

Instrument Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Be familiar with and abide by plant and job safety procedures.	Reading Comprehension	Reading Materials	Quiz	IEP				
	Problem solving	Problem Solving Materials	Survey					
	Decision making	Problem Solving Materials	Survey					
	Cause & Effect							
	Analysis							
Be familiar with and abide by plant and departmental rules.	Reading Comprehension	Reading Materials	Quiz	IEP				
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Decision making	Problem Solving Materials	Survey					
Maintain housekeeping standards as required.	Cause & Effect							
	Safety	Reading Materials	Quiz	IEP				
	Planning							

Job Title: Electrician 21

Job Purpose: Installation, repair and maintenance of electrical equipment, wiring, high and low voltage circuits, and electrical control systems in accordance with applicable national, state and local codes.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Use various types of meters and test equipment commonly used to detect and diagnose electrical problems. Equipment includes, but is not limited to oscilloscope, digital and analog volt ohm meters and clamp on and series ammeters.	Sequence	Reading Materials	Quiz	IEP				
	Math Materials	Locator/Quiz	IEP					
	Safety	Reading Materals	Quiz	IEP				
	Reading Dials/diagrams	Reading Materials	Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
Use and understand complicated blue prints, schematic diagrams and line drawings to install and service power supplies and controls for both A.C. and D.C electrical equipment	Analytical Thinking							
	Blueprint Reading	Reading Materials	Quiz	IEP				
	Schematic reading	Reading Materials	Quiz	IEP				
	Diagram reading/interpretation	Reading Materials	Quiz	IEP				
	Math - scale	Math Materials	Locator/Quiz	IEP				
	Geometry	Math Materials	Locator/Quiz	IEP				
	Visual (2D to 3D) thinking							
	Analysis							
	Problem solving	Problem Solving Materials	Survey					
	Electrical terms	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Safety	Reading Materials	Quiz	IEP				
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Algebra	Math Materials	Locator/Quiz	IEP				

Electrician 21 (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Installation and maintenance of power distribution systems for machinery and lighting systems.	Safety							
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Logical progression	Math Materials	Locator/Quiz	IEP				
	Decision Making	Problem Solving Materials						
	Problem Solving	Problem Solving Materials	Survey					
	Estimation	Math Materials	Locator/Quiz	IEP				
	Breaking problems down to component parts	Word Problems						
Installs conduit, wiring and control equipment, completing all connections and performs required testing prior to energizing circuits.	Safety	Reading Materials	Quiz	IEP				
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Logical thinking.	Problem Solving Materials	Survey					
	Analytical thinking							
	Reading Comprehension	Reading Materials	Quiz	IEP				
	Metric conversion	Measurement Materials	Locator/Quiz	IEP				
	Estimation	Math Materials	Locator/Quiz	IEP				
	Time management							
	Planning							
	Visual thinking							
	Electrical terms	Reading Materials	Quiz	IEP				
		Vocabulary Program						
Performs disassembly, repair and reassembly of electric motors and generators.	Safety	Reading Materials	Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Metric conversion	Measurement Materials	Locator/Quiz	IEP				
	Electrical terms	Reading Materials	Quiz	IEP				
		Vocabulary Program	25Word Test	24/25				
	Math - formulas/	Math Materials	Locator/Quiz	IEP				
	Analytical thinking							
	Cause & Effect							

Electrician 21 (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Specifies repair and replacement parts necessary to perform job duties.	Sequence	Reading Materials	Quiz	IEP				
			Math Materials	Locator/Quiz	IEP			
	Planning							
	Communication	Communication Materials	Survey					
	Writing - communication	Communication Materials	Survey					
		Reading Materials	Quiz	IEP				
	Accuracy in measurement, terms, part names							
Assist in maintenance record keeping and in establishing P.M. programs in areas of responsibility.	Written communication	Communication Materials	Survey					
		Reading Materials						
	Forms filled out	Forms						
	Designing forms/jobs							
	Communication	Communication Materials	Survey					
	Reading Comprehension	Reading Materials	Quiz	IEP				
	Electrical terms	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Logical thinking	Math Materials	Locator/Quiz	IEP				
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				

Electrician 21 (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Install, calibrate and maintain control circuits and devices. Aid in day-to-day training of electricians of lower classification.	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Reading Comprehension	Reading Materials	Quiz	IEP				
	Metric conversion	Measurement Materials	Locator/Quiz	IEP				
		Decision making	Problem Solving Materials		Survey			
	Communication	Communication Materials	Survey	IEP				
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials Problem Solving	Survey					
	Electrical terms	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Cause & Effect							
	Logical thinking	Math Materials	Locator/Quiz	IEP				
		Problem Solving Materials	Survey					
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Breaking problems down to their component parts	Word Problems						
Assist all other electricians (electrician I) in the performance of their duties and may, at any time, perform duties of the lower classifications.	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials Problem Solving	Survey					
	Decision making	Problem Solving Materials	Survey					
	Electrical terms	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
Assist other maintenance personnel in the performance of their duties.	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials Problem Solving	Survey					

Electrician 21 (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Be familiar with and abide by plant and job safety procedures.	Safety	Reading Materials	Quiz	IEP				
	Reading comprehension	Communication Materials	Survey					
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
Be familiar with and abide by plant and departmental rules.	Reading comprehension	Reading Materials	Quiz	IEP				
	Cause & Effect							
	Planning							
Maintain housekeeping standards as required.	Planning							
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				

Job Title: **Analyst Planner**

Job Purpose: **Assist supervisor in overseeing maintenance responsibilities. Must plan schedule and perform hands on work, as well as provide leadership for the department.**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Work side by side with fellow craftsmen.	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials	Survey					
		Problem Solving						
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Creative thinking	Problem Solving Materials	Survey					
	Analytical thinking							
Must be skilled in the use of maintenance equipment and diagnosing problems with production equipment including, but not limited to: gas, air, steam and water systems, and general building repairs.	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Communication	Communication Materials	Survey					
	Decision-making	Problem Solving Materials	Survey					
	Problem-solving	Problem Solving Materials	Survey					
	Analytical thinking							
	Creative thinking	Problem Solving Materials	Survey					
	Critical thinking	Problem Solving Materials	Survey					
	Logical thinking	Math Materials	Locator/Quiz	IEP				
		Problem Solving Materials	Survey					
	Cause & Effect							
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Metric Conversion	Measurement Materials	Locator/Quiz	IEP				
	Algebra	Math Materials	Locator/Quiz	IEP				

Analyst Planner (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Assist in establishing P.M. systems and schedules and maintenance record keeping	Designing forms	Forms						
	Sequence	Reading Materials	Quiz	IEP				
			Math Materials	Locator/Quiz	IEP			
	Reading Comprehension	Reading Materials	Quiz	IEP				
	Communication	Communication Materials	Survey					
	Planning							
	Time management							
Specifies needed replacement equipment and parts.	Vocabulary	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Problem solving	Problem Solving Materials	Survey					
	Metric conversion	Measurement Materials	Locator/Quiz	IEP				
	+,-,x,/	Math Materials	Locator/Quiz	IEP				
Aids in the training of craftsmen of lower classifications.	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials Problem Solving	Survey					
	Planning							
	Sequence	Reading Material	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Breaking problems down to their component parts	Word Problems						
	Application							

Analyst Planner (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Must be willing and able to delegate work and see that it is carried out in a safe and cost effective manner.	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials Problem Solving	Survey					
	Safety	Reading Materials	Quiz	IEP				
	Planning							
	Analytical Thinking							
	Logical thinking	Math Materials Problem Solving Material	Locator/Quiz Survey	IEP				
	Time management							
	Synthesis							
	Sequence	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				
	Cause & Effect							
	Details - recognizing & ordering							
	Budget skills	Math Materials	Locator/Quiz	IEP				
Assist all other maintenance personnel in the performance of their duties, and may at any time perform the duties of the lower classifications.	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials Problem Solving	Survey					

Analyst Planner (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Be able to communicate to the supply department, part numbers, descriptions, etc. from drawings as well as machinery, to aid in acquiring needed parts and equipment.	German vocabulary							
	Vocabulary	Reading Materials	Quiz	IEP				
			Vocabulary Program					
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Analysis							
	Blueprint reading							
	Schematic reading							
	Communication	Communication Materials	Survey					
	Planning							
	Metric Conversion	Measurement Materials	Locator/Quiz	IEP				
	Decision-making	Problem Solving Materials	Survey					
	Reading Comprehension	Reading Materials	Quiz	IEP				
Contact vendors to acquire parts for production equipment.	Forms - filling out	Forms						
	Communication	Communication Materials	Survey					
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	+,-,x,/	Math Materials	Locator/Quiz	IEP				
	Estimation	Math Materials	Locator/Quiz	IEP				
Coordinate and plan work schedules and priorities.	Planning							
	Sequence	Reading Materials	Quiz	IEP				
	Logical thinking	Math Materials	Locator/Quiz	IEP				
		Problem Solving Materials	Survey					
	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials	Survey					
		Problem Solving Materials	Survey					
	Ranking in order-prioritizing							

Analyst Planner (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Assist managers in scheduling downtime work in production equipment.	Communication	Communication Materials	Survey					
	Planning							
	Ranking in priority order							
	Analytical thinking							
	Problem solving	Problem Solving Materials	Survey					
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz					
Be familiar with and abide by plant and job safety procedures.	Safety	Reading Materials	Quiz	IEP				
	Reading Comprehension	Reading Materials	Quiz	IEP				
	Cause & Effect							
	Analysis							
Be familiar with and abide by plant and departmental rules.	Reading Comprehension	Reading Materials	Quiz	IEP				
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Communication	Communication Materials	Survey	IEP				
This job description only lists the principle duties of the job. Incidental or additional duties may be assigned and such duties are considered a part of this job.	Synthesis							
	Creative thinking	Problem Solving Materials	Survey					
	Problem solving	Problem Solving Materials	Survey					

Job Title: Section Leader

Job Purpose: Assist supervisor in overseeing maintenance responsibilities. Must plan schedule and perform hands on work, as well as provide leadership for the department.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Work side by side with fellow craftsmen.	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials	Survey					
		Problem Solving						
	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Creative thinking	Problem Solving Materials	Survey					
	Analytical thinking							
Must be skilled in the use of maintenance equipment and diagnosing problems with production equipment including, but not limited to: gas, air steam and watr systems, and general building repairs.	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Communication	Communication Materials	Survey					
	Decision-making	Problem Solving Materials	Survey					
	Problem-solving	Problem Solving Materials	Survey					
	Analytical thinking							
	Creative thinking	Problem Solving Materials	Survey					
	Critical thinking	Problem Solving Materials	Survey					
	Logical thinking	Math Materials	Locator/Quiz	IEP				
		Problem Solving Materials	Survey					
	Cause & Effect							
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Metric Conversion	Measurement Materials	Locator/Quiz	IEP				
	Algebra	Math Materials	Locator/Quiz	IEP				

Section Leader (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Assist in establishing P.M. stems and schedules and maintenance record keeping.	Designing forms							
	Sequence	Reading Materials	Quiz	IEP				
	Reading comprehension	Reading Materials	Quiz	IEP				
	Communication	Communication Materials	Survey					
	Planning							
	Time management							
Specifies needed replacement equipment and parts.	Vocabulary	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word Test	24/25				
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Problem solving	Problem Solving Materials	Survey					
	Metric conversion	Measurement Materials	Locator/Quiz	IEP				
	+,-,x,/	Math Materials	Locator/Quiz	IEP				
Aids in the training of craftsmen of lower classifications.	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials	Survey					
		Problem Solving	Survey					
	Planning							
	Sequence	Reading Materials	Survey					
		Problem Solving	Survey					
	Breaking problems down to their component parts	Word Problems						
	Application							

Section Leader (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Must be willing and able to delegate work and see that it is carried out in a safe and cost effective manner.	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials	Survey					
	Team building	Communication Materials	Survey					
		Problem Solving	Survey					
	Safety	Reading Materials	Quiz	IEP				
	Planning							
	Analytical thinking							
	Logical thinking	Math Materials	Locator/Quiz	IEP				
		Problem Solving	Survey					
	Time management							
	Synthesis							
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Survey					
	Cause & Effect							
	Details - recognizing & ordering							
	Budget skills	Math Materials	Locator/Quiz	IEP				
Assist all other maintenance personnel in the performance of their duties and may at any time perform the duties of the lower classifications.	Communication	Communication Materials	Survey					
	Cooperation	Communication Materials						
	Team building	Communication Materials	Survey					
		Problem Solving	Survey					
This job description only lists the principle duties of the job. Incidental or additional duties may be assigned and such duties are considered a part of this job.	Synthesis							
	Creative thinking	Problem Solving Materials	Survey					
	Problem solving	Problem Solving Materials	Survey					

Section Leader (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Be familiar with and abide by plant and job safety procedures.	Observe safety practices.							
	Reading Comprehension	Reading Materials	Quiz	IEP				
	Cause & Effect							
	Analysis							
Be familiar with and abide by plant and departmental rules.	Reading Comprehension	Reading Materials	Quiz	IEP				
	Sequence	Reading Materials	Quiz	IEP				

Job Title: P VA Technician

Job Purpose: Operates and maintains sizing reclamation system and related subsystems. Loads sizing transport tankers.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Starts, stops and operates sizing recovery system to produce sizing.	Planning							
	Process							
	Sequence	Reading Materials	Quiz	IEP				
	Reading dials/indicators	Reading Materials	Quiz	IEP				
Uses various pumps and filtering systems to process or transfer sizing.	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Decision making	Problem Solving materials	Survey	IEP				
	Logical thinking	Math Materials	Locator/Quiz	IEP				
		Problem Solving Materials	Survey					
	Analysis of process							
Uses electronic and pneumatic controllers and values to process or transfer sizing solutions from one process to another.	Compare/contrast	Communication Materials	Survey					
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Weights	Measurement Materials	Locator/Quiz	IEP				
	Reading indicators/ interpretation	Reading Materials	Quiz	IEP				
	Drawing conclusions	Communication Materials	Survey					
Uses various electrical panels, switches, sensors, etc. to process or transfer sizing.	Read indicators	Reading Materials	Quiz	IEP				
	Decision making	Problem Solving Materials	Survey					
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Logical progression							

P VA Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Collects grab samples routinely from tanks and processes for analytical or quantitative analysis	Measurement/weights	Measurement Materials	Locator/Quiz	IEP				
	Sequence	Reading Materials	Reading Materials	Quiz				
		Math Materials	Locator/Quiz	IEP				
	Planning							
	Time management							
	Decision making	Problem Solving Materials	Survey					
	Math - basic	Math Materials	Locator/Quiz	IEP				
Uses lab equipment such as refractometers to analyze sizing samples.	Algebra	Math Materials	Locator/Quiz	IEP				
	Trigonometry	Math Materials	Locator/Quiz	IEP				
	Weights/measurements	Math Materials	Locator/Quiz	IEP				
	Analytical thinking							
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Cause & Effect							
	Estimation	Math Materials	Locator/Quiz	IEP				
	Problem solving	Problem Solving Materials	Survey					
	Percentages	Math Materials	Locator/Quiz	IEP				
Records routine data concerning the operating conditions of the sizing reclamation system. (flows, levels, temperatures, sizing concentrations, etc.).	Writing - filling out reports	Reading Materials	Quiz	IEP				
	Weights/measurements	Measurement Materials	Locator/Quiz	IEP				
	Recordkeeping							
	Reading indicators							
	Algebra	Math Materials	Locator/Quiz	IEP				
	Trigonometry	Math Materials	Locator/Quiz	IEP				
	Percentages/ gallons	Math Materials	Locator/Quiz	IEP				
	Problem solving	Problem Solving Materials	Survey					
	Math - basic	Math Materials	Locator/Quiz	IEP				
	Metric measurement/ Conversion	Measurement Materials	Locator/Quiz	IEP				

P VA Technician (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Uses pumps, electrical gear and instruments to load sizing transport tankers.	Tank volumes/ conversions	Measurement Materials	Locator/Quiz	IEP				
	Reading indicators.	Reading Materials	Quiz	IEP				
	Planning							
	Observe Safety							
Flushes and cleans recovery system and related subsystems weekly.	Planning							
	Sequence	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
	Communication	Communication Materials	Survey					
	Volumes	Measurement Materials	Locator/Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
Flushes and chemically cleans recovery system periodically.	Safety	Reading Materials	Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Weights	Measurement Materials	Locator/Quiz	IEP				
	Metric	Measurement Materials	Locator/Quiz	IEP				
	Estimation	Math Materials	Locator/Quiz	IEP				
Cleans and maintains the appearance of the reclamation system and related subsystems.	Planning							
	Process							

Job Title: Mechanic

Job Purpose: Installs, repairs, maintains and does preventive maintenance on equipment. Does general building maintenance and be able to understand.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Properly use various test equipment, such as vibration meters, tachometers, dial indicators, heat indicators, etc. to detect and diagnose mechanical problems on production machinery and utility support equipment.								
Set up and operate equipment, such as drill presses, lathes, milling machines, key cutters, grinding equipment plus a t thorough working knowledge of all hand tools and portable power tools.								
Install, maintain and overhaul utility equipment, such as pumps, fans, compressors, refrigeration machines and power transmission equipment, in addition to production equipment as required.								
Work from blueprints or sketches to install equipment, conveying and/or storage systems. Read basic blueprints or sketches to fabricate parts.								

Mechanic (con't)

Job Duties	**Educational Objectives**	**Curriculum**	**Assessment**	**Outcome**	**Rating**	**Task #**	**quencyValue**
Have a working knowledge of pipefitting practices and be able to layout and install piping runs for steam, air, or other materials.							
Familiar with fundamentals of welding and welding equipment. Must be able to use welding and cutting torches and perform welding of structural steel, metal plates, piping and metal parts. Code certification is not required.							
Install and maintain steam traps, regulators, steam stations, heaters and similar equipment.							
Lubricates as necessary.							
Install and maintain water related equipment.							
Maintain lift truck equipment and other powered vehicles.							
Aid in establishing P.M. systems and maintenance records.							
Overhaul gearboxes and drive equipment.							
Have a basic knowledge of fire protection systems.							

Mechanic (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
May be required to do basic carpentry work as required								
Incidental or additional duties may be assigned from time to time and are part of this job description								
Maintain housekeeping standards as required								

Job Title: Utility Cleaner

Job Purpose: Performs various housekeeping duties as required. Covers for absenteeism in housekeeping dept., drives company vehicle to pick up supplies on occasion.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Paints as required.								
Maintains storage area for cleaning equipment and supplies.								
Cleans office floors - sweep, mop, wax.								
Operates floor buffer.								
Removes for disposal heavy trash and pallets.								
Covers for absenteeism in Housekeeping Dept. a. Performs duties of Janitor b. Performs duties of Floor Cleaner Operator.								
Drives company vehicle to pick up supplies or parts at various locations on occasion.								
Assist other maint. personnel in the performance of their duties.								
Be familiar with and abide by plant job safety procedures.								

Job Title: Floor Cleaner Operator

Job Purpose: Operates floor scrubber/sweeper to clean and maintain floors throughout the plant. Assist other maint. personnel in the performance of their duties. Assists in cleaning and maintaining restrooms and offices in the plant.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Operates floor scrubber/sweeper to clean and maintain floors in the plant. Includes filling chemical solution tanks on scrubber/sweeper and cleaning machine.								
Performs pre-operation safety check on floor scrubber/sweeper using check list.								
Removes for disposal pallets or heavy trash.								
Covers for absenteeism of janitor (see job description for janitor).								
Paints as needed.								
Cleans and applies protective finish to office floors - consisting of sweeping, mopping and waxing floors.								
Operates floor buffing machine.								
Be familiar with and abide by plant job safety procedures.								

Job Title: Utility Cleaner/Spare

Job Purpose: Performs various housekeeping duties as required. Covers for absenteeism in Housekeeping Dept. Drives company vehicle to pick up supplies on occasion.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Paints as required.								
Maintains storage area for cleaning equipment and supplies.								
Cleans office floors-sweep, mop, wax.								
Operates floor buffer.								
Removes for disposal heavy trash and pallets.								
Covers for absenteeism in Housekeeping Dept. a. Performs duties of Janitor. b. Performs duties of Floor Cleaner Operator. c. Must be willing and able to accept permanent job assignment on any shift to fill vacancy as required.								
Drives company vehicle to pick up supplies or parts at various locations on occasion.								
Assist other maint. personnel in the performance of their duties.								

Job Title: Janitor

Job Purpose: Cleans and maintains restrooms, offices and floors throughout the plant.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Cleans restrooms - consisting of sweeping and mopping floors: cleaning commodes, sinks, urinals, mirrors and walls; replaces toilet paper, paper towels and soap in dispensers; empty trash cans.								
Cleans and applies protective finish to office floors - consisting of sweeping, mopping and waxing floors.								
Operates floor buffing machine.								
Paints as needed.								
Removes trash and pallets for disposal.								
Assist other maintenance personnel in the performance of their duties.								
Be familiar with and abide by plant job safety procedures.								

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Job Title: Plant Technician II

Job Purpose: Perform administrative duties in relation to projects within the plant as directed by the Plant Engineer.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Update present and future plant layouts utilizing drafting procedures and CAD/CAM system.								
Establish a "scope of work" for contractor bidding.								
Handle day to day engineering requests.								
Develop construction milestones and insure critical paths are updated as required.								
Assist Maintenance Supervisors in performance of their duties as necessary.								

FINISHING PLANT
(Finishing Dept)

Job Title: Tenter Finishing Inspector (03-04353, 02-3351)

Job Purpose: Tend wetout mangle. Turns valve to control proper level of water in mangel. Maintain proper nip roll pressure. Observe flow of cloth through mangle to detech holes and torn selvages. Maintain cloth in the airguides, or Toyo straightener and keep airguides at proper setting. Keep selvages turned out to prevent folded selvages. The operator will observe the cloth for defects, removing them where applicable, and insure the cloth is straight. Notify other operators about defects, lot and width changes by using the ringing system. Inspects cloth as it passes over finish pad, vacuum, red-ray, over pre-dry cans, straightener and into dryer. Keeps cloth in the entry end of the tenter frames. Maintains correct finish in finish pad. Normally operates filling straightener in automatic mode, but has the capability of operating in manual mode when running printed goods.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Verify schedule with range operator and supervisor.	Clear oral communication.	Communic Materials.	Survey					
	Technical vocabulary.	Reading materials.	Quiz	IEP				
	Sequencing.	Reading Materials.	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
Enter into the computer the correct lot number, style, scheduled yards, and setup for each lot.	PC Skills (keyboard,#'s, tab enter, arrows, read screen)	Mac Tour	25 Word Test	24/25				
	Read and transfer written information from control sheet to computer	Reading Materials	Quiz	IEP				
Watch for lot changes and notify other operators using the ringing system. Press computer lot start button as cloth enters the pad.	Interpret signals							
	Clear oral communication	Communic Materials	Survey					
	Technical vocabulary	Reading Materials	Quiz	IEP				
	Compare and contrast	Communic Materials	Survey					
Properly align A-frame at scray.	Read and summarize JSA	Reading Materials	Quiz	IEP				
	Technical vocabulary	Reading Materials	Quiz	IEP				

Tenter Finishing Inspector (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Ensure forklift operator wands roll or A-frame onto entry scray.	Clear oral communication.	Communic Materials	Survey					
When running rolls, with the assistance of another operator, unwrap rolls, remove tie wires from polyethylene, and bag up.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
		Communic Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Clear oral communication	Communic Materials	Survey					
	Read and summarize JSA	Reading Materials	Quiz	IEP				
Ensure roll ticket matches lineup and position roll tickets into end of shell. Keep lots separate.	Read written information from roll ticket	Reading Materials	Quiz	IEP				
Sew on rolls and remove defects, metal clips, resewing cloth. Take patches as instructed.	Follow sequential, procedural directions.	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Compare/contrast with quality standard	Communic Materials	Survey					
Sew width changes together properly, joining selvages on both sides. Cut two holes at lot change seam (maximum diameter 2 inches) to identify lot change to other operators.	Follow sequential, procedural directions.	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				

Tenter Finishing Inspector (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Observe cloth processed through machine to detect flaws such as holes and torn selvages. Also look for lot and width changes, keep cloth in air guides. Report grease spots or stains to supervisor. Signal lot changes, width changes, holes and other defects to the following operators using the ringing system and hand signals. Correct folded selvages.	Compare/contrast	Communic Materials	Survey					
	Technical vocabulary	Reading Materials	Quiz	IEP				
	Signal interpretation							
	Read and summarize JSA	Reading Materials	Quiz	IEP				
	Clear oral communication	Communic Materials	Survey					
	Problem solving	Problem Solving Mater	Survey					
	Follow sequential, procedural directions	Math Materials	Locator/Quiz	IEP				
Stop machine if necessary. Ensure that the correct amount of steam is on the cans.								
Drain cans when necessary to maintain proper drying.	Follow sequential, procedural directions	Math Materials	Locator/Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Check compensators for proper operation (half-travel).								
Maintain correct finish formula level in finish pad. Notify mixer/weighers for adjustments/corrections.	Clear oral communication.	Communic Materials	Survey					
Maintain pad pressures within specifications.	Read gauge to det. pressure	Reading Materials	Quiz	IEP				
	Estimation.	Math Materials	Locator/Quiz	IEP				

Tenter Finishing Inspector (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Inspect cloth as it moves through finish pad for signs of off-quality (i.e. poor wet-out, mix kicking out, etc.).	Compare/contrast with standard.	Communic Materials	Survey					
Maintain bow and bias filling or print pattern within specification.	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Read chart.	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
Adjust sensors and maintain in proper position, 6 inches onto the cloth from each selvage.	Read and summarize JSA	Reading Materials	Quiz	IEP				
Leaders are to be run in between every shade change and frames brought out to width on leaders.								
Leaders are to be run at change where width change is greater than 10".	Estimation	Math Materials	Locator/Quiz	IEP				
	Measurement	Measurement Materials	Locator/Quiz	IEP				
Follow proper procedure and safety rules when using tugger.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Keep cloth in frame plate and turned selvage out.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Keep frame guide sensors clean	Read and summarize JSA.	Reading Materials	Quiz	IEP				

Tenter Finishing Inspection (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
In the event of a wrap-up, break-out, etc., go to the problem area and assist the other operators on the range in correcting the problem.	Clear oral/signal communication.	Communic Materials	Survey					
	Read and interpret JSA.	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Bundle waste cloth from rag can.								
Assist in cleaning machine (steam cans, finish pad, etc.) when necessary, or at scheduled clean-up.	Clear oral/signal communication.	Communic Materials	Survey					
	Tech. vocabulary.	Reading Materials	Quiz	IEP				

Job Title: Finishing Range Operator (03-4355)
Job Purpose: Responsible for controlling finish range. Observes control panel and equipment to detect quality operation. Adjust controls as necessary to run cloth within quality specifications. Maintain correct heat in tenter frame.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Check line-up for cloth. Verify that correct style and quantity is received at scray.	Clear interpretation of written info.	Communic Material	Survey					
		Reading Material	Quiz	IEP				
	Technical vocabulary.	Reading Material	Quiz	IEP				
Check current computer set up.	PC Skills (#s, enter, arrow, read directions on screen.	Mac Tour						
	Technical vocabulary.	Reading Material	Quiz	IEP				
Coordinate with mix room to insure correct finish mixes are ready and used.	Clear oral communication.	Communic Materials	Survey					
	Technical vocabulary.	Reading Material	Quiz	IEP				
Check all sections of the range to verify running conditions are within specification. Fill out checklist.	Enter written info on appropriate place on form	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Material	Quiz	IEP				
Operate range at standard operating speeds. Any variation must be approved by supervisor.								

Finishing Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Observes cloth processed through machine to detect flaws such as holes and torn selvages. Also looks for lot and width changes. Reports grease spots to supervisor. Signals lot changes, holes, width changes and other defects to the operators using the ringing system. When observed, corrects folded selvages.	Compare/contrast with prescribed standard.	Communic Materials	Survey					
	Appropriately send and interpret signals.	Communic Materials	Survey					
Writes work orders for mechanical/electrical malfunctions that affect the ability to run first quality cloth at standard operating speeds. Assist supervisors in writing P.M. work orders to maintain range in good condition.	Clear written communication, including details and explanation.	Communic Materials	Survey					
		Reading Materials	Quiz	IEP				
	Technical Vocabulary	Reading Materials	Quiz	IEP				
In the event of a wrap up, tear etc., go to the problem area and assist the other machine operators in disentangling the wrap up and tear out, etc. Assist until cloth is rethreaded and machine is ready to restart.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Clear communication.	Communic Materials	Survey					
	Follow sequential procedure directions.	Math Materials	Locator/Quiz	IEP				
Relieve all other operators for 2 ten minute breaks and 1 twenty minute lunch period, during an eight hour shift.	Time management.							

Finishing Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Assist scray operator in unwrapping rolls.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Follow sequential, procedural directions	Math Materials	Locator /Quiz	IEP				
Assist winder operator to wrap rolls and load shells.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
Assist winder operator in obtaining shells and supplies.	Clear oral communication.	Communic Materials	Survey					
	Tech. vocabulary.	Reading Materials	Quiz	IEP				
Coordinate weekly shut downs and start ups.	Clear oral communication	Communic Materials	Survey					
	Tech. vocabulary.	Reading Materials	Quiz	IEP				
Report needed service requirements to supervisor.	Clear oral communication.	Communic Materials	Survey	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
Assist in changeovers and clean-ups.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Clear oral communication.	Communic Materials	Survey					
		Reading Materials	Quiz	IEP				
Maintain range area in a clean and safe condition.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
Report any changes or improvements that may upgrade the safety conditions in the work area and/or production areas.	Clear oral communication.	Communic Materials	Survey	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
			25 Word Test	24/25				

Finishing Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
On #4 range, clean dryer lint screens two times per shift, burner filters one time per shift. Clean lint screens on Amicon cabinet one time per shift.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
For roll doffed off: a. Inspect for defects by rolling at least 2 yards back (defects: holes, oil or grease on selvage, damaged selvage, dye spots, etc. b. tear off 6 inch wide shade, bow/bias patch.	Compare/contrast with prescribed standard standard.	Communic Materials	Survey					
	Technical Vocabulary	Reading Materials	Quiz					
Follow proper procedure and safety rules when using tugger.	Read and summarize JSA. Follow sequential, procedural directions.	Reading Materials	Quiz	IEP				
Leaders are to be run in between every shade change and frames brought out to width on leaders.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Follows sequential/procedural directions.	Math Materials	Locator/Quiz	IEP				
Leaders are to be run at any width change where change is greater than 10".	Estimation/measurement.	Math Materials Measurement Materials	Locator/Quiz Locator/Quiz	IEP IEP				
All off-quality cloth due to break-outs, out of frames, or stop-offs are to be pulled out prior to winding on roll.	Compare/contrast with standard.	Communic Materials	Survey					
	Technical Vocabulary	Reading Materials	Quiz	IEP				

Finishing Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Roll is to be doffed at width change and measured within 50 yards of start up. If narrow, readjust to proper width. When proper width is attained, doff roll and hold for reframe, with correction to be made within 24 hours.	Read and summarize JSA.	Reading Materials	Quiz	IEP				
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
	Estimation.	Math Materials	Locator/Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials Communication Materials	Locator/Quiz Survey	IEP				
All rolls are to be measured three times as it grows on winder at 800 yard intervals.	Measurement	Measurement Materials	Locator/Quiz	IEP				
	Estimation	Math	Locator/Quiz	IEP				
Doff width is to be recorded on production report and written and roll ticket.	Enter written info appropriately on forms.	Reading Materials	Quiz	IEP				
Turn in printouts and checklist to supervisor.								
When quality space is initialed it is to be understood that operator is stating that the quality of this roll is approved for the next manufacturing process (bow/bias, narrow, stains, etc.)	Compare/contrast with standard.	Communic Materials	Survey					
	Technical vocabulary.	Reading Materials	Quiz 25 Word Test	IEP 24/25				

Job Title: **Calendar Operator**

Job Purpose: Has the responsibility of sewing new rolls of cloth together with good quality seams and keeping the scray full of cloth. The operator is also responsible to maintain proper nip pressure and roller temperature in order to achieve the proper finish "A: frame or roll and doing the necessary paperwork.

Job Duties	**Educational Objectives**	**Curriculum**	**Assessment**	**Outcome**	**Crit. Rating**	**Duty Task #**	**Frequency**	**Skill Value**
Receive schedule.	Technical Vocabulary.	Reading Materials	Quiz	IEP				
		Vocabulary Program	25 Word test	24/25				
	Interpreting schedules.	Reading Materials	Quiz	IEP				
	Record information accurately.							
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
Give lot tickets to forklift operator.	Procedural directions.							
	Communication.	Communication Materials	Survey					
Check for proper width, bow and bias. make sure cloth (if printed) will enter calender face-up.	Procedural directions.							
	Observation.							
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
Unwrap polyethylene from rolls. Transfer into the cradel. Remove shells from cradle before transferring.	Procedural Directions.							
	Time Management.							
Sew good seams and resew any bad seams.	Procedural Directions.							
	Decision Making.	Problem Solving Materials	Survey					
	Determining Defects.							
Fill scray with cloth.	Decision Making.	Problem Solving Materials	Survey					
	Time Management.							
Adjust air guides.	Decision Making.	Problem Solving Materials	Survey					
	Observation.							

Calendar Operator (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Maintain proper temperature on calender rolls.	Reading Gauges.	Reading Materials	Quiz	IEP				
	Decision Making.	Problem Solving Materials	Survey					
	Math Materials	Estimation	Locator/Quiz	IEP				
Maintain proper pressure and speed of calender rolls.	Decision Making.	Problem Solving Materials	Survey					
	Procedural Directions.							
Adjust air vents and seam detector according to width of cloth.	Decision Making.	Problem Solving Materials	Survey					
	Procedural Directions.							
Adjust tension of cloth by altering the tension bar at scray, spreader roll at calender and winder tension regulator at the "A" frame.	Procedural Directions.							
	Decision Making.	Problem Solving Materials	Survey					
Check metal detector for proper operation.	Observation.							
	Time Management.							
Keep rollers clean and free of foreign material.	Procedural Directions.							
	Observation.							
	Time Management.							
Maintain proper pressure on steam cans.	Reading Machine Gauges.	Reading Materials	Quiz	IEP				
	Procedural Directions							
	Estimation	Math Materials	Locator/Quiz	IEP				
Monitor electric infra-red heaters for operation within specified temperatures.	Reading gauges.	Reading Materials	Quiz	IEP				
	Procedural Directions.							

Calendar Operator (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Monitor cloth temperature of cloth after it leaves electric heaters.	Observation.							
Take samples for lab testing; reference lab sampling plan.	Procedural Directions.							
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
Keep cloth in airguides.	Observation. Time Management.							
Inspect cloth in scray for defects while range is running.	Observation. Time Management.							
Bundle waste cloth.	Procedural Directions.							
Stop winder to doff roll.	Procedural Directions.							
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
	Observation.							
	Reading Gauges.	Reading Materials	Quiz	IEP				
	Time Management.							
Start winder and observe roll up.	Procedural Directions. Observation.							
Properly wrap roll using polyethylene and tie ends using tie wire twister. Hang ticket on roll by the ticket procedure.	Procedural directions. Technical Vocabulary. Time Management.							

Calendar Operator (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Assist in cleaning machine (steam) cans, dye pad, etc.) when necessary, when changing shades or at scheduled clean-up.	Time Management. Procedural Directions. Safety	Reading Materials	Quiz	IEP				
Resupply wrapping material as required.	Technical Vocabulary.	Reading Materials	Quiz	IEP				
Report needed repair or service requirements to supervisor.	Observation. Decision Making. Communication.	Problem Solving Materials	Survey					
Report any change or improvement that may upgrade the safety conditions in the work and/or production area.	Decision Making. Safety. Communication.	Problem Solving Materials Reading Materials Communication Materials	Survey Quiz Survey	IEP				
Maintain housekeeping standards as required.	Safety. Organization. Technical Vocabulary. Procedural Direction.	Reading Materials	Quiz	IEP				
Other responsibilities as assigned by supervisor.	Communication Technical Vocabulary. Time Management.	Communication Materials Reading Materials	Survey Quiz	IEP				

Calendar Operator (cont'd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.	Safety. Procedural Directions.	Reading Materials	Quiz	IEP				
Fill out production reports and obtain "before" and "after" samples from calender	Technical Vocabulary.	Reading Materials Procedural Directions.	Quiz	IEP				
Prepare sample folder.	Organization. Technical Vocabulary. Procedural Directions.	Reading Materials	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to supervisor immediately.	Procedural Directions. Time Management. Safety.	Reading Materials	Quiz	IEP				

Job Title: **Finishing Delivery**

Job Purpose: Doffs and wraps cloth from delivery end of finishing range. Observes cloth as it winds up and notifies range operator of defects. Notifies supervisor when defect cannot be corrected by adjustments on the machine. Measures cloth and checks dryness to confirm that width and dryness are within specification. Operates winder and doffs cloth. Wrap cloth in polyethylene. Keep cloth in airguides. Enter correct information into computer and maintain paperwork. Takes shade patches.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Verify schedule with range operator and supervisor.	Communication.	Communication Materials	Survey					
	Tech Vocab.	Reading Materials	Quiz	IEP				
Check control sheet and line-up for proper dying/finishing instructions.	Tech Vocab.	Reading Materials	Quiz	IEP				
	Interpreting Recorded Info.	Reading Materials	Quiz	IEP				
When making width changes, adjust width of tenter frame.	Measuring.	Measurement Materials	Locator/Quiz	IEP				
	Procedural Directions.	Math Materials	Locator/Quiz	IEP				
Inspect cloth and maintain scray with cloth not pulling tight. Check for quality problems-i.e. holes, torn selvages, off shade, grease, oil, or dye spots and turned selvages.	Observation.							
	Decision Making.	Problem Solving Materials	Survey					
Take samples for lab testing; reference lab sampling plan.	Procedural Directions.	Math Materials	Locator/Quiz	IEP				
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
Keep cloth in airguides.	Observation.							
Inspect cloth in scray for defects while range is running.	Observation.							
	Decision Making.							

Finishing Delivery (contd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
In the event of a wrap-up, break-out, etc., go to the problem area and assist the other opera	Communication.	Communication Materials	Survey					
	Decision Making.							
	Team Work.							
	Time Management.							
Bundle waste cloth.	Procedural Directions.							
	Time Management.							
Stop winder to measure width and observe quality.	Inspect cloth.							
	Measurement	Mesurement Materials	Locator/Quiz	IEP				
Stop winder to doff roll	Procedural Directions.							
	Decision Making.							
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
	Time Management.							
	Reading Measuring gauges.	Reading Materials	Quiz	IEP				
Start winder and observe roll up.	Procedural Directions.							
Doff rolls.	Observation.							
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
	Decision Making.							
	Record info Accurately.							
	Procedural Directions.							
	Sequencing of steps.	Reading Materials	Quiz	IEP				
Properly wrap roll using polyethylene and tie ends using tie wire twister. Hang ticket on roll by the ticket procedure.	Procedural Directions.							

Finishing Delivery (contd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
When resin treated goods are being processed, stamp each roll ticket and control sheet with "resin treated".	Record Info Accurately. Procedural Directions. Tec Vocabulary.	Reading Materials	Quiz					
Assist in cleaning machine (steam cans, dye pad, etc.) when necessary, when changing shades, or at scheduled clean-up.	Communication. Team Work. Time Management.	Communication Materials Procedural Directions.	Survey					
Resupply wrapping material as required.	Communication. Record Info Accurately. Decision Making.	Communication Materials Problem Solving Materials	Survey Survey					
Report needed repairs or service requirements to Supervisor.	Decision Making. Communication.	Problem Solving Materials Communication Materials	Survey Survey					
Report any change or improvement that may upgrade the safety conditions in the work and/or production area.	Communication. Decision Making. Observation.	Communication Materials Problem Solving Materials	Survey Survey					
Maintain housekeeping standards as required.	Procedural Directions.							
Leaders are to be run in between every shade change and frames brought out to width on leaders.	Procedural Directions.							

Finishing Delivery (contd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Leaders are to be run at any width change where change is greater than 10".	Procedural Directions. Measurement.	Measurement Materials	Locator/Quiz	IEP				
All off-quality cloth due to break-outs, out of frames, or stop-offs are to be pulled out prior to winding on roll.	Procedural Directions. Decision Making. Time Management. Observation.	Problem Solving Materials	Survey					
Roll is to be doffed at width change and measured within 50 yards of start up. If narrow, readjust to proper width. When proper width is attained. Doff roll and hold for reframe, with correction to be made within 24 hours.	Procedural Directions. Measurement. Communication. Decision Making. Observation. Time Management.	Measurement Materials Communication Materials Problem Solving Materials	Locator/Quiz Survey Survey	IEP				
All rolls are to be measured three times as it grows on winder at 800 yard intervals.	Measurement.	Measurement Materials	Locator/Quiz	IEP				
Doff width is to be recorded on production report and written roll ticket.	Record info Accurately. Technical Vocabulary.	Reading Materials	Quiz	IEP				
When quality space is initialed it is to be understood that operator is stating that the quality of this roll is approved for the next manufacturing process. (Bow/bias, narrow, stains, etc.	Procedural Directions. Communication. Decision Making. Observation.	Communication Materials Problem Solving Materials	Survey Survey					

Finishing Delivery (contd)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Other responsibilities as assigned by the supervisor.	Procedural Directions							
	Time Management							
	Communication	Communication Materials	Survey					
	Technical Vocabulary	Reading Materials	Quiz	IEP				
Assist all other operators whenever equipment is stopped so that downtime is held to an absolute minimum.	Communication	Communication Materials	Survey					
	Team Work							
	Decision Making/Problem Solving	Problem Solving Materials	Survey					
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.	Procedural Directions							
	Safety							
	Technical Vocabulary	Reading Materials	Quiz	IEP				
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	Technical Vocabulary	Reading Materials	Quiz	IEP				
	Procedural Directions							
		Communication	Communication Materials		Survey			
	Observation							
	Decision Making	Problem Solving Materials	Survey					

Job Title: Dye Weigher/Mixer

Job Purpose: **Reviews schedules with finishing supervisor and dye supervisor to obtain proper line-up for dye and chemical mixes. Coordinates with supply room on dyes and chemicals needed to maintain production during his shift and insuring enough inventory to run at least an hour into the following shift. Weighs or measures dyes and chemicals according to prescribed formulas, and enters correct batch I.D. and tank number into the system. Coordinates with range operators on when to turn in water for cleaning lines or dye/chemical mixes. Keeps accurate records of dye and chemical mixes on bills for production and inventory purposes.**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Review schedule with supervisors to obtain proper line-up for dye and chemical mixes.	Technical Vocabulary.	Reading Materials	Quiz	IEP				
	Clear Communication.	Communication Materials	Survey					
	Interpret Schedules.	Reading Materials	Quiz	24/25				
Coordinate with supply room on dyes and chemicals needed to maintain inventory in mix room to run shift and allow for next shift.	Technical Vocabulary.	Reading Materials	Quiz	IEP				
	Communication.	Communication Materials	Survey					
Weighs dyes and chemicals accurately on scales prescribed for specific dye or chemical used.	Decimals, Volume, Percentages.	Math Materials	Locator/Quiz	IEP				
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
	Reading Measurement Instruments.	Reading Materials	Quiz	IEP				
	Metric.	Measurement materials	Locator/Quiz	IEP				
Stirs all dyes thoroughly before weighing a mix of dye.	Time Management.							
	Decision Making.	Problem Solving Materials	Survey					
Change pigment dyes when at or below bottom 1/3 of barrel to avoid shade variations.	Decimals, Volume, Percentages.	Math Materials	Locator/Quiz	IEP				
	Measurement.	Measurement Materials	Locator/Quiz	IEP				
	Reading Measurement Instruments.	Reading Materials	Quiz	IEP				
	Metric Measurement	Measurement Materials	Locator/Quiz	IEP				
Enters proper batch I.D. and tank number into computer system.	Computer Skills.	Mac Tour						
	Transferring Info Accurately.							

Dye Weigher/Mixer (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Report unsafe conditions to supervisor. Use prescribed safety equipment.	Technical Vocabulary.	Reading Materials	Locator/Quiz	IEP				
	Communication. Safety. Procedural Directions.							
Record dye and chemical mixes accurately where needed.	Decimals, Percentages.							
	Measurement.	Measurement Materials.	Locator/Quiz	IEP				
	Record Info Accurately.							
Weigh light vat disperse shades (under 20 lbs) on small scales to get a more accurate weighing.	Measurement.	Measurement Materials.	Locator/Quiz	IEP				
	Recording Info Accurately.							
	Reading Measuring Tool.	Reading Materials	Quiz	IEP				
	Decimals	Math Materials	Locator/Quiz	IEP				
Prepare boil outs for dye range for dyepad and chemical pad when needed.	Technical Vocabulary. Procedural Directions.	Reading Materials	Locator/Quiz	IEP				
Other instruction as directed by supervisor.	Communication.							
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts to your supervisor immediately.	Technical Vocabulary.	Reading Materials	Locator/Quiz	IEP				
	Communication. Safety.							

Dye Weigher/Mixer (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Coordinates with range operators as to when to turn in water to flush lines and when to turn in dye and chemical mixes.	Technical Vocabulary.	Reading Materials	Quiz	IEP				
	Communication. Safety, Decision Making.	Problem Solving Mat.	Survey					
Triple rinse all dye and chemical barrels.	Technical Vocabulary	Reading Materials	Quiz	IEP				
	Communication. Safety, Decision Making.	Problem Solving Mat.	Survey					
Keep all chemicals and dyes covered when not in use.	Technical Vocabulary.	Reading Materials	Quiz	IEP				
	Safety.							
Maintain housekeeping standards as required.	Technical Vocabulary.	Reading Materials	Quiz	IEP				
	Safety.							
Clean all pots, buckets, paddles, and dippers when not in use.	Technical Vocabulary.	Reading Materials	Quiz	IEP				
	Safety.							
Keep scales clean.	Follows Procedural Directions.	Math Materials	Locator/Quiz	IEP				
Report all needed repairs to supervisor.	Technical Vocabulary.	Reading Materials	Quiz	IEP				
	Communication. Determining Defects.	Communication Materials	Survey					

GREIGE PLANT
(Weave Department)

Job Title: Loom Fixer

Job Purpose: **Repairing mechanical loom problems and maintain loom in a good state of repair to produce a quality fabric plus produce expected production.**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Patrol job, mark shift with stamp								
Repair loom stops from front and rear of loom	JSA, Safety	MSDS Program	Survey	IEP				
	Problem Solving	PS Mats	Survey	IEP				
Visual inspection of cloth defects and correcting defects	Vocabulary	TextDisk	TextDisk	IEP				
Clean various loom parts with brush, cloth or air hose	JSA, Safety	MSDS Program	Survey	IEP				
Discuss loom and weaving problems with weaver and supervisor	Vocabulary	TextDisk	TextDisk	IEP				
	Problem Solving	PS Mats	Survey	IEP				
	Communication	Comm. Mats	Survey	IEP				
Maintain production and efficiency on assigned looms	JSA, Safety	MSDS Program	Survey	IEP				
Repair mechanical problems	JSA, Safety	MSDS Program	Survey	IEP				
	Problem Solving	PS Mats	Survey	IEP				
Diagnose problems and apply corrective action	Vocabulary	TextDisk	TextDisk	IEP				
	JSA, Safety	MSDS Program	Survey	IEP				
Check settings and make necessary adjustments on assigned looms	JSA, Safety	MSDS Program	Survey	IEP				
Keep looms lubricated and maintain proper oil levels	JSA, Safety	MSDS Program	Survey	IEP				

Loom Fixer (con't)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Follow up on machinery audits per shift upkeep	Vocabulary	TextDisk	TestDisk	IEP				
Follow preventive maintenance schedule on assigned upkeep	JSA, Safety	MSDS Program	Survey	IEP				
	Vocabulary	TextDisk	TestDisk	IEP				
Start loom after warp out or pattern change	Vocabulary	TextDisk	TestDisk	IEP				
	JSA, Safety	MSDS Program	Survey	IEP				

Job Title: Weaver
Job Purpose: Weaving yarn from loom beams and filling packages into a first quality fabric.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Repair loom stops front and rear of loom. Mark for cloth inspection	JSA, Safety	MSDS Program	QUIZ	IEP				
	Problem Solving	PS Mats	Survey	IEP				
	Vocabulary	TextDisk	TestDisk	IEP				
Visual inspection of cloth for defects while patrolling front of looms - correct defects or flag for fixer	Problem Solving	PS Mats	Survey	IEP				
While patrolling back of loom, observe yarn and area behind harness for conditions that cause loom stops and poor quality. Make necessary corrections	JSA, Safety	MSDS Program	QUIZ	IEP				
	Problem Solving	PS Mats	Survey	IEP				
Clean various loom parts with brush, cloth or air hose	JSA, Safety	MSDS Program	QUIZ	IEP				
Discuss loom and weaving problems with mechanic or supervisor	Problem Solving	PS Mats	Survey	IEP				
	Communication	Comm. Mats	Survey	IEP				
Maintain expected production and machine efficiency on the assigned looms	JSA, Safety	MSDS Program	QUIZ	IEP				

Job Title: Filling Creeler

Job Purpose: Secure and lay up correct filling packages on assigned weaving machines for weaving into a first quality fabric. Maintain a clean work environment in cleaning assigned looms.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Secure full truck of filling packages from storage and push to assigned looms								
Remove empty cone and replace with full 5 70 to 8 00 pound filling package	JSA, Safety	MSDS Program	QUIZ	IEP				
Tie or wrap transfer tail as required	JSA, Safety	MSDS Program	QUIZ	IEP				
Return empty truck and cores to storage areas								
Discuss problems with fixer, weaver and/or supervisor	Problem Solving Communication Vocabulary	PS Mats Comm Mats TextDisk	Survey Survey TestDisk	IEP IEP IEP				

Job Title: Loom Winder Fixer
Job Purpose: Repairing filling accumulator problems and maintain accumulator in a good state of repair to produce a quality fabric plus produce expected production.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Replace accumulator on loom and return to shop area for repair	JSA, Safety	MSDS Program	QUIZ	IEP				
Repair loom stops from front and rear of loom	JSA, Safety	MSDS Program	QUIZ	IEP				
Visual inspection of cloth defects and correcting defects	Problem Solving	PS Mats	Survey	IEP				
Clean various accumulator and loom parts with brush, cloth or air hose	JSA, Safety	MSDS Program	QUIZ	IEP				
Discuss loom and weaving problems with weaver, fixer and supervisor	Problem Solving Communication Vocabulary	PS Mats Comm. Mats TextDisk	Survey Survey TestDisk	IEP IEP IEP				
Maintain production and efficiency on all looms	JSA, Safety Problem Solving	MSDS Program PS Mats	QUIZ Survey	IEP IEP				
Repair mechanical problems with accumulators, overhaul as necessary	JSA, Safety	MSDS Program	QUIZ	IEP				
Diagnose problems and apply corrective action	Problem Solving Vocabulary	PS Mats TextDisk	Survey TestDisk	IEP IEP				
Check settings and make necessary adjustments on all looms	Problem Solving	PS Mats	Survey	IEP				

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Follow up on machinery audit and recheck								
Follow preventive maintenance schedule	JSA, Safety	MSDS Program	QUIZ	IEP				

Job Title: Tying-In-Machine Operator/Fixer (1-2331)

Job Purpose: To tie in new warp in a timely and efficient manner to insure minimum down time and start up time.

Job Duties	**Educational Objectives**	**Curriculum**	**Assessment**	**Outcome**	**Crit. Rating**	**Duty Task #**	**Fre-quency**	**Skill Value**
Load tying-in machine on frame and tie ends-monitor closely to avoid singles, doubles, etc	JSA, Safety	MSDS Program	QUIZ	IEP				
Return machine to storage box and unload tying-in frame								
Maintain equipment in efficient operating condition	JSA, Safety	MSDS Program	QUIZ	IEP				
	Problem Solving	PS Mats	Survey	IEP				
Record work on warp board								
Discuss problems with tying-in Operator or supervisor	Problem Solving	PS Mats	Survey	IEP				
	Communication	Comm. Mats	Survey	IEP				
	Vocabulary	TextDisk	TestDisk	IEP				
Perform preventive maintenance and major repair to provide efficient operation of tying-in machine	JSA, Safety	MSDS Program	QUIZ	IEP				

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Job Title: Tying-In Machine Operator (2332)

Job Purpose: To tie in new warp in a timely and efficient manner to insure minimum downtime and start up time.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Load tying-in machine on frame and tie ends-monitor closely to avoid single, doubles, etc	JSA, Safety	MSDS Program	QUIZ	IEP				
Return machine to storage box and unload tying-in frame. Maintain equipment in efficient operating condition.								
Record work on warp board and machine log book.								
Discuss problems with tying in fixer or supervisor	Problem Solving Communication	PS Mats Comm. Mats	Survey Survey	IEP IEP				

Job Title: **Loom Set-up Changer (09-2330)**
Job Purpose: **Repairing mechanical loom problems and maintain loom in a good state of repair to produce a quality fabric plus produce expected production.**

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Rework bad parts and maintain department parts in inventory	JSA, Safety	MSDS Program	QUIZ	IEP				
Repair loom stops from front and rear of loom	JSA, Safety	MSDS Program	QUIZ	IEP				
Visual inspection of cloth defects and correcting defects								
Clean various loom parts with brush, cloth or air hose	JSA, Safety	MSDS Program	QUIZ	IEP				
Discuss loom and weaving problems with fixer and supervisor	Problem Solving Communication Vocabulary	PS Mats Comm Mats TextDisk	Survey Survey TestDisk	IEP IEP IEP				
Maintain production and efficiency on all looms	JSA, Safety	MSDS Program	QUIZ	IEP				
Repair mechanical problems	JSA, Safety Problem Solving Vocabulary	MSDS Program PS Mats TextDisk	QUIZ Survey TestDisk	IEP IEP IEP				
Diagnose problems and apply corrective action	JSA, Safety Problem Solving	MSDS Program PS Mats	QUIZ Survey	IEP IEP				
Check settings and make necessary adjustments as required	JSA, Safety Problem Solving	MSDS Program PS Mats	QUIZ Survey	IEP IEP				

Keep looms lubricated and maintain proper oil levels	JSA, Safety	MSDS Program	QUIZ	IEP
Follow up on machinery audits				
Control preventive maintenance schedule				

Job Title: Oiler (09-1313)

Job Purpose: Insure efficient operation of looms by following outlined lubrication schedule.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Maintain adequate lubricant supply (Grease drums, etc.)								
Grease all appropriate alemites Follow recommended schedule using electric pump type grease gun.	JSA, Safety	MSDS Program	QUIZ	IEP				
Use rag to wipe off excess grease or clean fittings.								
Discuss problems with fixer, weaver and/or supervisor.								
Change oil in looms	JSA, Safety	MSDS Program	QUIZ	IEP				
Oil all assigned red points with hand held oil cup.								

Job Title: Cloth Doffer (09-1330)

Job Purpose: Doff cloth from assigned looms in a safe efficient manner with minimum loss of production.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Release cloth roll from loom onto cloth truck								
Push roll of cloth to cloth room								
Load cloth from cloth truck to cloth racks using hoist	JSA, Safety	MSDS Program	QUIZ	IEP				
Unload cloth in cloth room, load supply of empty rollers, and return to weave room	JSA, Safety	MSDS Program	QUIZ	IEP				
Discuss mechanical problems with fixer and/or supervisor	Problem Solving Communication Vocabulary	PS Mats Comm Mats TextDisk	Survey Survey TestDisk	IEP IEP IEP				

Job Title: Loom Cleaner (09-2335)

Job Purpose: To clean loom, thereby providing a cleaner safer work environment.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Spray loom parts with kermac 140 (pump type sprayer)	JSA, Safety Vocabulary	MSDS Program TextDisk	QUIZ TestDisk	IEP IEP				
Blow off loom with air hose and wipe with rag	JSA, Safety	MSDS Program	QUIZ	IEP				

Job Title: Warp Services (09-2333)

Job Purpose: To prepare loom to accept new warp and/or pattern with minimum downtime insuring that lease is straight preventing weaving defects and re-ties.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Lease out warp providing accurate alignment of ends for tying in operator to tie new warp(s) in.								
Lease out for re-tie as necessary.								
Remove drop wires, heddles and reed as necessary on bad patterns or style change.	JSA, Safety	MSDS Program	QUIZ	IEP				
Secure full loom beam(s) from warp back and push to loom on lift								
Remove empty loom beams(s) from loom and creel in new warp(s)								
Return empty loom beam(s) to storage								
Bending, grasping and lifting required to load old warp ends and new warp ends for tying, insuring ends are straight and clamped securely								

FINISHING PLANT
(Rotary Print)

Job Title: **FORKLIFT OPERATOR (24-1332)**

Job Purpose: **Distribute cloth to and from assigned print machines using proper material handling techniques.**

Job Duties	**Educational Objectives**	**Curriculum**	**Assessment**	**Outcome**	**Crit. Rating**	**Duty Task #**	**Frequency**	**Skill Value**
Checks forklift daily for proper operation. Prepares maintenance and safety checklist and reports unsafe conditions to supervisor. Maintains forklift as required, i.e. blows out radiator, changes gas tank, changes battery on electric lift, etc.	Compare/contrast with standard.	Communication Materials	Survey					
Visibly inspects each roll brought to printer for damage or defects. Reports any damaged cloth to supervisor.	Compare/contrast with standard. Clear oral communication.	Communication Materials Communication Materials	Survey Survey					
Keeps all storage rack neat and orderly. Checks conditions of racks and reports damage to supervisor.	Compare/contrast with standard. Good oral communication.	Communication Materials Communication Materials	Survey Survey					
Obtain tickets from delivery operator. Brings cloth to machine in correct order and insures each roll has proper ticket. Keep sufficient cloth at machine to run past shift change.	Sequencing. Keyboarding (tab, enter, read screen).	Reading Materials Math Materials Mac Tour	Quiz Locator/Quiz	IEP IEP				
Move processed cloth from machine doff bench and locate in proper rack location.	Read and comprehend JSA.	Reading Materials MSDS Program	Quiz	IEP				

Forklift Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Drain wands at specified intervals per SOP's. Maintain Roll Movement Log per SOP's.	Write information in proper space on forms.	Reading Materials Forms	Quiz	IEP				
	Compare/contrast with standard.	Communication Materials	Survey					
	Good oral communication.	Communication Materials	Survey					
Report any problems to supervisor.								
Be familiar with and abide by plant and job safety procedures and report any unsafe conditions or acts immediately to supervisor.	Compare/contrast with standard.	Communication Materials	Survey					
	Good oral communication.	Communication Materials	Survey					
	Read and comprehend JSA.	Reading Materials MSDS Program	Quiz	IEP				
Any other responsibilities as assigned by supervisor.	Compare/contrast with standard.	Communication Materials	Survey					
	Good oral communication.	Communication Materials	Survey					
	Read and comprehend JSA.	Reading Materials MSDS Program	Quiz					

Job Title: STEAM RANGE OPERATOR (07-5350)

Job Purpose: Responsible for the overall quality produced on the Vat Ager (Steam Range) and directs the activities of the machine crew during the shift. Continually inspects for potential quality problems.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Determines line-up for production at start of shift.	Interpret, accurately, information on chart.	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
Direct the activities of machine crew i.e. notifies entry operator to place leader cloth in the scray before machine stops.	Communicate orally with operators.	Communication Materials	Survey	IEP				
Set-up machine per SOP's, i.e. pad pressures, steamer temperature, wash box temperatures, range speed, etc.	Read and interpret SOP.	Reading Materials	Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Estimation.	Math Materials	Locator/Quiz	IEP				
Maintain proper chemicals and concentrations in reduction pad, oxidation boxes, and wash boxes.	Read and interpret JSA & MSDS.	Reading Materials MSDS Program	Quiz	IEP				
	Compare & contrast with standard.	Communication Materials	Survey					
	Follow sequential procedural directions.	Math Materials	Locator/Quiz	IEP				
	Effective oral communication.	Communication Materials	Survey					

Steam Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Inspects cloth for quality and is accountable for the quality of the product the machine produces, including but not limited to pulling colorshop and lab patches, having correct standard on the machine before start-up.	Compare and contrast with standard.	Communication Materials	Survey					
Repairs break-outs as necessary with the assistance of the machine crew.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
Writes work orders as needed to repair minor machine problems and notifies supervisor as soon as possible.	Effective written communication.	Reading Materials	Quiz	IEP				
	Technical vocabulary.	Reading Materials	Quiz	IEP				
	Effective oral communication.	Communication Materials	Survey					
Insure machine downtime is kept to a minimum and production records are maintained properly.	Addition, subtraction, division and multiplication on calculator.	Math Materials	Locator/Quiz	IEP				
Report any print defects to print machine operator or supervisor immediately.	Effective oral communication.	Communication Materials	Survey					
	Compare/contrast by standard.	Communication Materials	Survey					
Maintain housekeeping standards as required.	Read and interpret MSDS.	Reading Materials MSDS Program	Quiz	IEP				
	Sequence according to priority.	Reading Materials Math Materials	Quiz Locator/Quiz	IEP IEP				

Steam Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre-quency	Skill Value
Any other duties assigned by shift supervisor, including but not limited to repairing gears, holders, mops, color probes, blow guns, running reruns, emptying trash, washing barrels, etc.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
Be aware of an abide by plant safety and job safety procedures, and report any unsafe conditions or acts immediately to supervisor.	Clear oral communications.	Communication Materials	Survey					
	Technical Vocaulary	Reading Materials	Quiz	IEP				
	Know JSA/MSDS	Reading Materials	Quiz					
		MSDS Program						

Job Title: DELIVERY - STEAM RANGE (07-5351)

Job Purpose: Inspect cloth, product quality rolls, doff and wrap rolls, notify operator and/or supervisor of defects, and maintain accurate production records. Assist fellow employees and produce a quality product and minimize downtime.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Check lot sheet for work order instructions.	Read and comprehend written information.	Reading Materials	Quiz	IEP				
Maintain proper standard at machine and compare production to standard.	Compare and contrast with prescribed standard.	Communication Materials	Survey					
Inspect cloth and report all quality problems to operator and/or supervisor.	Compare and contrast with prescribed standard.	Communication Materials	Survey					
	Communicate orally with operator & supervisor.	Communication Materials	Survey					
Produce a quality roll, i.e. extend tube 3-4 inches beyond salvage, no folded salvage, no bad wind wind, etc.	Measurement-inches, diameter.	Measurement Materials	Locator/Quiz	IEP				
Maintain accurate production records.	Record information appropriately on forms.	Forms						
	Division, addition, subtraction with a calculator	Math Materials	Locator/Quiz	IEP				

Steam Range Operator (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Assist fellow employees product quality product with minimum downtime, including, but not limited to correcting wrap-ups and break outs.	Read and comprehend JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
Doff, wrap and tag rolls.	Select appropriate tag.							
Pull color shop patches, lab patched, and other samples as required.	Interpret information accurately and conscientiously.	Reading Materials	Quiz	IEP				
Other responsibilities as assigned by the supervisor, including but not limited to repairing gears, holders, mops, color probes, blow guns, running reruns at Ager winder, emptying trash, washing barrels, etc.	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
	Sequencing.	Reading Materials	Quiz	IEP				
		Math Materials	Locator/Quiz	IEP				
Wear specific personal protective equipment during specified activities as stated in the job safety analysis.								
Be aware and abide by plant safety and job safety procedures and report any unsafe conditions or acts immediately to supervisor.								

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Job Title: INSPECTOR - STEAM RANGE (07-5352)

Job Purpose: Maintain scray and cloth going into scray. Sew rolls of cloth together. Unwrap rolls and keep cloth straight going in machine. Remove defects that will cause quality problems or breakouts. Report excessive defects immediately to supervisor.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task &	Frequency	Skill Value
Unwrap rolls that are to be processed on machine. Store plastic and tubes correctly.	Read and comprehend JSA.	Reading Materials MSDS Program	Quiz	IEP				
Inspect cloth at scray. Remove defects that will cause quality problems or breakouts. Report excessive defects to supervisor immediately.	Compare and contrast with standard.	Communication Materials	Survey					
	Communicate orally with supervisor.	Communication Materials	Survey					
Record lot number, roll number and cloth width on forms at scray. Record width on ticket take to the delivery operator. Notify supervisor immediately of any missing rolls.	Transfer information appropriately on forms.	Forms						
	Communicate orally with supervisor.	Communication Materials	Survey					
Creels leader as needed in advance for pattern change-overs.	Follow procedural sequential directions.	Math Materials	Locator/Quiz	IEP				
	Sequencing.	Math Materials	Locator/Quiz	IEP				
Notify ;machine operator of lot changes.	Communicate orally with operator.	Communication Materials	Survey					

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Inspector - Steam Range (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Maintain cloth in the guiders. Follow cloth onto Ager at width changes or seams to ensure that bad print from creases are minimized.	Read and understand JSA.	Reading Materials MSDS Program	Quiz	IEP				
Observes cloth processed through machine to detect and correct flaws such as holes, and torn salvages, drip spots, grease spots, folded salvages or bad seams.	Read and understand JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Communicate orally with supervisor.	Communication Materials	Survey					
	Compare and contrast with standard.	Communication Materials	Survey					
	Follow sequential, procedural directions.	Math Materials	Locator/Quiz	IEP				
Inspect leader cloth for fitness for use before feeding into ;machine.	Compare and contrast with standard.	Communication Materials	Survey					
In the event of a wrap up, tear out, screen/color change or any other time the machine is down, assist operators until machine is running again.	Communicate orally with operator and supervisor.	Communication Materials	Survey					
Carry cloth tube and ticket to the exit end of machine.								
Maintain housekeeping standards as required.	Sequencing according to priority.	Reading Materials	Quiz	IEP				
	Math Materials	Locator/Quiz	IEP					

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Job Title: CHEMICAL MIXER (07-5353)

Job Purpose: To obtain chemical supplies, from storage are, necessary to make chemical mixes. Make all chemical mixes to be used on the machine. Assist fellow employees as needed to produce a quality product with minimum downtime.

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Frequency	Skill Value
Obtain chemicals for chemical mixes for the Vat Ager.	Read and interpret JSA and MSDS sheets.	Reading Materials MSDS Program	Quiz	IEP				
	Communicate with supervisor, supply room & range operators.	Communication Materials	Survey					
Make all chemical mixes for Vat Ager per SOP's.	Read and interpret SOP.	Reading Materials	Quiz	IEP				
	Have technical and specialized chemical vocabulary.	Reading Materials Vocabulary Program	Quiz 25 Word Test	IEP IEP				
	Keyboarding.	Mac Tour						
Maintain housekeeping standards as required, including but not limited to tanks, mixing area, and washing and removing empty barrels.	Read and interpret JSA and MSDS sheets.	Reading Materials MSDS Program	Quiz	IEP				
	Communicate with supervisor, supply room & range operators.	Communication Materials	Survey					
Notify operator or supervisor if maintenance work orders are needed.	Communicate with supervisor and operator.	Communication Materials	Survey					
	Compare and contrast with standard.	Communication Materials	Survey					

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Chemical Mixer (cont.)

Job Duties	Educational Objectives	Curriculum	Assessment	Outcome	Crit. Rating	Duty Task #	Fre- quency	Skill Value
Other responsibilities as assigned by supervisor, including but not limited to repairing gears, holders, mops, color probes, blow guns, running reruns on Ager winder, emptying trash, washing barrels,etc.	Communicate with supervisor.	Communication Materials	Survey					
	Read and interpret JSA.	Reading Materials MSDS Program	Quiz	IEP				
	Follow sequential procedure.	Math Materials	Locator/Quiz	IEP				
Function as an assistant operator and be prepared to fill in for operator during break, etc.	Communicate with operator.	Communication Materials	Survey	IEP				
Assist fellow employees produce a quality product with minimum downtime, including but not limited to correcting wrap-ups and break outs.	Follow sequential procedure.	Math Materials	Locator/Quiz	IEP				
	Read and comprehend JSA.	Reading Materials MSDS Program	Quiz	IEP				
Wear specific personal protective equipment during specified activities as stated in the Job Safety Analysis.								
Be aware of and abide by plant safety and job safety procedures and report on any unsafe conditions or acts immediately to supervisors.								

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